



# HEALTH & SAFETY POLICY

**RESPONSIBLE PERSON(S):** CHIEF EXECUTIVE  
ESTATES & FACILITIES MANAGER  
HEAD(s)

**DATE APPROVED:** JULY 2021

**REVIEW CYCLE:** EVERY YEAR

**NEXT REVIEW DATE:** JULY 2022

## REVIEW

The Board of Trustees have reviewed and agreed this policy in accordance with legal requirements and/or recommendations of good practice.

Having agreed the policy, the Trustees undertake to review or amended the policy if the:

- Government or local authority, i.e. Oxfordshire County Council, produce new or revised regulations and/or guidance;
- Trust identifies and recommends changes which will serve to improve the policy, support the implementation of the policy and/or the related policy processes.

## APPROVED BY THE BOARD OF TRUSTEES

Chair of Trustees: Jonathan Hopkins      Signature:

Chief Executive: Fiona Hammans      Signature: 

## RESPONSIBLE BODY

Within this policy "Responsible Body" means the Trust and/or Trustees of the Abingdon Learning Trust. The Responsible Body will endeavour to ensure that the level of related training, support, financial and non-financial resources are adequate to fulfil the responsible body's functions in respect of this policy.

## RESPONSIBLE PERSONS

The Responsible Persons (Heads of School) accept the responsibility and accountability, delegated to them by the Responsible Body, and undertake to ensure adherence to, and the implementation of this policy and associated plans.

## RESPONSIBLE PERSON'S NOMINATED PERSON(S)

The Responsible Person's Nominated Person(s), i.e. Business Manager/Premises and/or Facilities Manager/Caretaker is considered by the Responsible Person to be a competent person, accepts responsibility and accountability, delegated to them by the Responsible Person, and undertakes to ensure adherence to, and the implementation of this policy and associated audits/checklists and plans.

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## Introduction

The "Health & Safety at Work etc. Act 1974" (HASAW) and subsequent regulations place obligations upon employers, their employees, and the self-employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HASAW and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the "Management of Health & Safety at Work Regulations 1999" is a significant example.

This Health & Safety policy serves the dual purpose of drawing together into one document those procedures and guidelines which have been developed within the Trust in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Chief Executive Officer, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the Health & Safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Chief Executive Officer and its requirements are binding upon all employees.

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## Statement of Intent

The Chief Executive Officer fully accepts their responsibilities under the "Health & Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The Responsible Body is committed to identifying, then eliminating or controlling, any hazards encountered in their schools or on school sites.

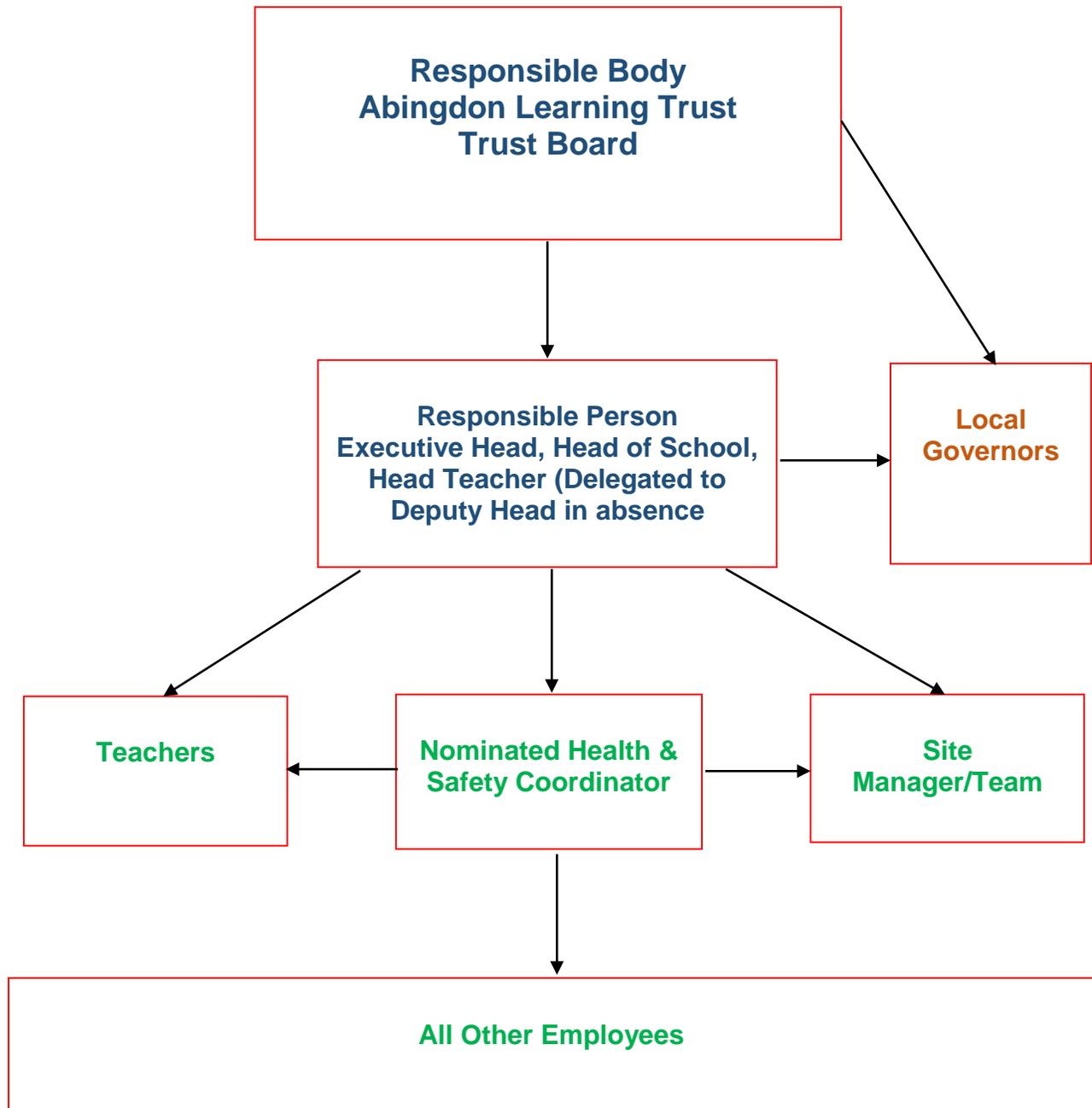
The Chief Executive Officer will monitor this policy and revise it as necessary, through the appropriate committee of the Trust Board.

The Responsible Body is committed to the Health & Safety of others, not employed by the Responsible Body, who may be affected by the activities of the school, including pupils, volunteers, visitors, Trust executive and central team members, and contractors on site.

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## Organisation

The organisational arrangement for staff with health & safety responsibilities is represented diagrammatically for schools, below.



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## **ROLES & RESPONSIBILITIES: TRUSTEES and LOCAL GOVERNORS**

Trustees of the Responsible Body are collectively liable and responsible for ensuring that the Responsible Body's Health & Safety is developed maintained, consistently implemented and adhered to by all persons on the Responsible Body's premises and sites. Through such measures, the Trustees will be discharging their legal requirement of ensuring the health, safety and welfare of the trust's employees and the Health & Safety of those not in their employment i.e. pupils, volunteers, visitors and contractors.

The Trustees must also ensure that the Responsible Person(s) (the Heads – including the Executive Head, Head Teacher and Heads of School) operate safe school premises with safe equipment, materials and substances.

The Trustees also ensure adherence to policy, procedures, protocols and standards.

To ensure the above, Trustees will appoint a H&S lead trustee (please see Appendix 2 for details) who will work with the CEO to ensure the implement and adhere to the H&S policy.

Members of Local Academy Boards (LABs) – in particular the H&S lead local governor (please see Appendix 3 for details) - will periodically inspect schools and ask questions of whom they so wish, to check and ensure compliance with Responsible Body's Health & Safety policy.

## **ROLES & RESPONSIBILITIES: HEADS (Executive Head, Head Teacher, Heads of School)**

As the Responsible Person in their school/s, the Head is responsible for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school. The Responsible Person may delegate such responsibility to Nominated Person(s), but in delegating such responsibilities and duties the Responsible Person maintains overall leadership and management responsibility for ensuring, maintaining and evidencing compliance with the requirements of the Health & Safety policy.

Head duties also include responsibility for all activities organised on behalf of the school but being undertaken away from the school site.

The Head is responsible for (but is able to delegate to appropriate staff):

- a) ensuring compliance with Health & Safety law and all Health & Safety related matters within and affecting their school premises and site(s)

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- b) ensuring effective communications on Health & Safety matters exist between the school and nominated Health & Safety Specialists: Strictly Education and Safesmart;
- c) providing the Responsible Body with an annual report on matters affecting Health & Safety within the school via the LAB/Secondary Board;
- d) together with school staff, assessing and controlling the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- e) providing equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- f) ensuring hazardous substances, i.e. cleaning substances, are properly used, stored, labelled and disposed of;
- g) maintaining first aid and accident reporting systems that are determined by the Responsible Body (the Trust);
- h) determining and identifying the Health & Safety training need of employees and arranging for the delivery of relevant training and ensuring it has been done;
- i) bringing to the attention of the Responsible Body, any matter of Health & Safety that cannot be resolved or is of substantial or imminent danger to any person, via the CEO;
- j) notifying all employee and pupils of any new hazards and risks, the control measures and safe systems of work.
- k) ensuring all employees know how and where to report an accident, near miss or hazardous situation;
- l) liaising with contractors, or their representative, undertaking work on the school site, to ensure the health and safety of any persons engaged or exposed to potential hazards;
- m) ensuring arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, firefighting equipment, emergency lighting etc. and that records are systematically and accurately maintained;
- n) ensuring adequate fire drills, and intruder drills are carried out and their results recorded;
- o) reviewing risk assessments for Educational Visits;
- p) keeping the Responsible Body's Health & Safety policy under review and bring any proposed amendments to the notice of members of the LAB, the Chief Executive and the Responsible Body;
- q) ensuring that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- r) reviewing risk assessments undertaken by staff.

**ROLES & RESPONSIBILITIES: SLT MEMBER** (usually the Deputy Head)

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SLT members, will assume the duties of the Head when deputising for the Head in matters of Health and Safety. It is therefore important that the SLT member is fully familiar with all aspects of the Health & Safety policy. The SLT member is responsible for arranging any necessary training identified through appraisals to meet Health & Safety requirements.

**ROLES & RESPONSIBILITIES: TEACHERS**

a) Teachers are responsible for the creation and completion of risk assessments for educational visits and class based activities, these are to be reviewed by the Head.

**ROLES & RESPONSIBILITIES: ALL EMPLOYEES**

All employees are to be familiar with the organisation’s Health & Safety policy and:

- a) ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff or visitors;
- b) co-operate with their employer by adhering to the Health & Safety policy and related policies, advice, instructions, protocols and procedures;
- c) reporting any unsafe practices including accidents, near misses and hazardous situations;
- d) contributing to achievement of, adherence to, and improvement of Health & Safety standards;
- e) need to access manual handling training on an annual basis, on SmartLog, to risk assess an activity prior to lifting an item, (this may be done on the job rather than via a written risk assessment);
- f) adhere to the organisation’s associated Health & Safety policies, e.g. Lone Working Policy.

**ROLES & RESPONSIBILITIES: SITE MANAGER**

The Site Manager will ensure:

- a) staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- b) the COSHH/DSEAR assessments have been carried out, are up to date, and the assessment sheets are available to staff who need them;
- c) all staff using chemicals, dangerous substances and working in explosive atmospheres have been informed of the dangers from the chemicals/substances they use/area that they work in, and the control measures (such as training) that are in place to prevent them from being harmed;
- d) all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with chemicals;
- e) risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

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- f) responsible for ensuring all necessary statutory maintenance and testing is undertaken with regards to Health & Safety.
- g) responsible for inducting new staff with regards to manual handling and facilitates refresher training.

## Arrangements

### TRUST HEALTH & SAFETY REPRESENTATIVES

- a) The Trustees, Head and members of the Local Academy Boards recognise the role of the Health & Safety Committee;
- b) There is a distinct Trust-wide Union group, which includes agenda items relating to the health, safety and welfare of employees, with the CEO currently acting as Chair (please see Appendix 1 for further details);
- c) Health & Safety Representatives, (union reps or specific named individuals) must be allowed to:
  - investigate accidents, near misses and potential hazards;
  - investigate complaints about matters relating to health, safety and welfare;
  - make representations to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace;
  - carry out inspections within directed time, but wherever practicable outside of teaching time.

### HEALTH & SAFETY COMMITTEES

(Please see Appendix 1 for further details)

- a) The Trust Health & Safety Committee, which is managed by the Operations Manager meet once a term regarding Health & Safety across the Trust. Their focus is on the operational and site management side of Health & Safety promoting thorough and effective operational practice, cascading learning and practice, advising and supporting colleagues to resolve issues of concern;
- b) The Health & Safety Committee is comprised of the following representatives:
  - Trust Chief Financial Officer;
  - Trust Operations Manager;
  - School Health & Safety Co-ordinators;
  - Site Managers;
  - Other Staff representatives as required;

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- Employee trade union representative is welcomed
- c) In addition, each school has a 'Safer Site Group' to discuss local site related short term projects/improvements to support rapid change and provide rigorous oversight and on-going improvement. The membership, frequency and agenda are set by the school but is convened by the Head of School, Trust Executive Head or Head Teacher.

## **HEALTH & SAFETY POLICIES AND PROCEDURES**

The school will adopt the Trust's arrangements or, where necessary, establish its own arrangements, which will be set out in a manual with supporting policies (if required), for addressing the following areas:

- Visitors To The School (Including Parents)
- Contractors
- Education
- Fire Safety
- Asbestos Management
- Legionella
- Reporting Accidents, Incidents, Near Misses and Hazardous Situations
- Notification of New Hazards Or Risks; Their Control Measures and Safe Systems of Work
- Coping With The Sudden Death Of A Pupil
- **Risk Assessments** Procedure
- First Aid
- Administration of Medicines
- Wellbeing & Stress Management
- Drugs & Alcohol
- Lone Working
- Display Screen Equipment
- Health & Safety Training
- Work Equipment
- COSHH and DSEAR
- Housekeeping
- Off Site Visits
- New & Expectant Mothers
- Lettings Policy
- Security & Traffic Management
- Critical Incidents

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- Monitoring

## Appendix 1



# Health & Safety Groups

Building on the excellent H&S practice of schools during the last 12 months of the pandemic, the Trust continues with H&S as a priority. This will ensure that the enhanced H&S-aware culture and operations are maintained and fully embedded into all aspects of the Trust and schools' working.

To support this, each school's LAB and the trust board has identified an H&S lead governor, ensuring knowledgeable scrutiny for H&S in the school. Each school has also identified a senior leader (this could be the Head or their delegated representative) who will maintain the oversight of H&S for the school – the HSL. This person will have the authority to agree priorities and take actions forward.

### **Trust-wide Health & Safety Network Group**

Lead H&S governors and HSLs will work together and attend the termly (three times a year) Trust-wide H&S Group, convened by the H&S trustee, and attended by the CFO/CEO.

This group will enhance H&S governance and practice, agree joint work and investments, underscoring its cultural importance; offer opportunities to reflect on school-based practice and Trust support; and, share training and learning across the Trust. The group will also provide informal support to one another – at HSL and governance level.

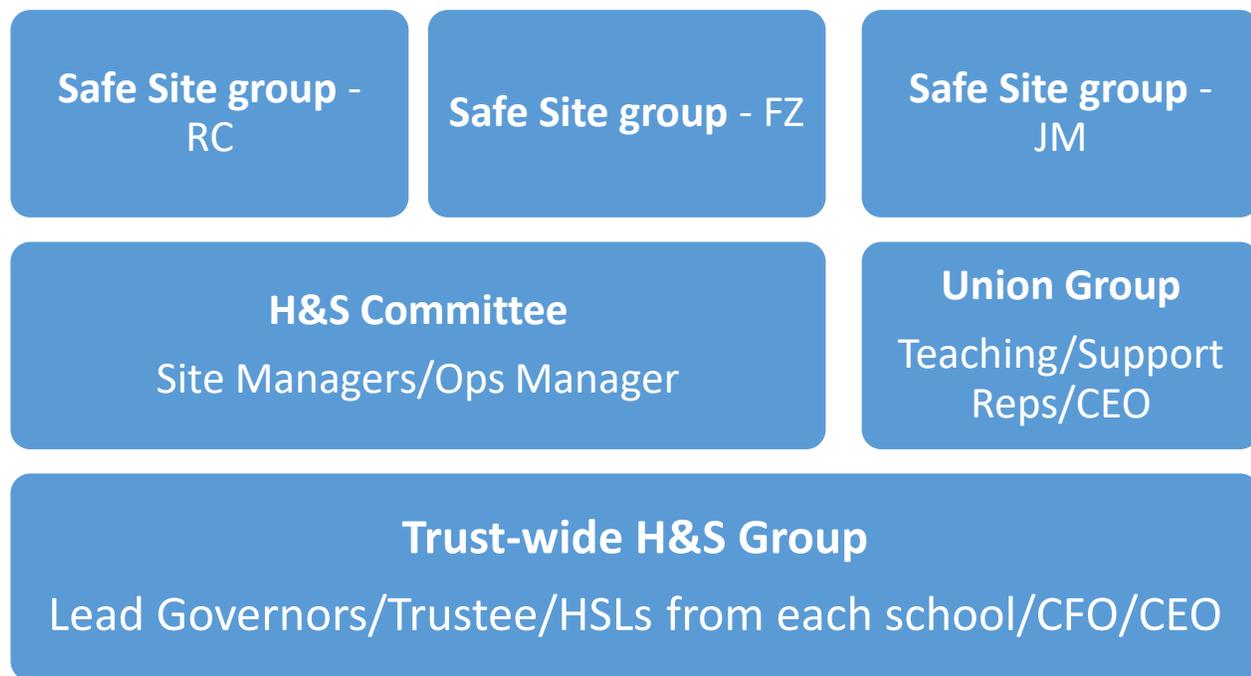
### **Other H&S groups**

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There is a **Trust-wide Union Reps Group** (consisting of teaching and support staff unions reps from all three schools) where H&S can be directly raised and discussed with the CEO providing a two-way route for raising awareness and promoting compliance. This group is convened by the CEO.

It is also recommended that each school sets up their own '**School Safer Site**' group, modelled on that currently running in Fitzharrys School. This would be focussed on short term improvements/ projects to support rapid change and provide rigorous oversight and on-going improvement. The membership, meeting frequency and agenda to be set by the school. The group to be convened by the Head of School, Executive Head or Head Teacher.

**Trust H&S Committee** focusses on the operational and site management aspects of H&S in schools, attended by Site Managers and others as relevant, and convened by the Trust Operations Manager. This group shares and promotes thorough and effective operational practice, cascading learning from training and practice, advising and supporting colleagues to resolve issues of concern.



**Abingdon Learning Trust  
Health & Safety Network Group**

**Authority:** The group is established under the terms of the Trust’s Health & Safety (H&S) Policy and operates as:

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- A governance group: focused on ethos (culture), strategy and assurance
- A Trust wide group: focused on collaboration and mutual support – stronger together

**Purpose:** reflecting the importance and priority that the Trust places on H&S the Group has been established to contribute to and oversee strategies and initiatives that:

- Promote and prioritise a H&S culture as a fundamental part of decision making, action planning and operations;
- Identify, share and promote good practice in H&S across the Trust (including training)
- Agree joint investments/initiatives and collaboration to address issues of concern and drive continual improvement
- Provide support and informal supervision to ensure statutory compliance
- Identify, prioritise and work to address the H&S risks faced by the Trust and its schools

**Activities:** will include but are not limited to:

- Contribute to policy and delegation reviews to ensure clarity of purpose and roles;
- Receive and consider school and Trust H&S audits/reviews to identify opportunities for working together to improve practice;
- Agree, prioritise and monitor the progress of Trust H&S improvement plans:
- Review significant incidents (internal or external) to identify and apply lessons learned;
- Offer a safe forum for solution focussed discussion of issues of concern;
- Undertake an annual review of the group’s work to assess impact and recommend actions for future approaches.

**Membership:**

- H&S Trustee (Chair)
- Chief Executive Officer/Chief Finance Officer
- Trust Central Team representative
- H&S Lead (HSL) for each School in the Trust
- H&S Governor for each School in the Trust

**Meeting frequency and reporting:**

- The group will normally meet once per term (3 times per year) with additional meetings agreed by members if required;
- Reports will be in the form of meeting notes available to all group members in support of responsibilities to progress actions and to liaise with and report to school leadership and governance groups.

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## Appendix 2



### Trustee - Health & Safety Lead role

**D** Delegated to Lead Trustee    **R** Make Recommendations to Trust Board

#### General responsibilities:

Undertake appropriate training. In order to fully understand the role including, where possible and appropriate, joining relevant staff training to keep updated;	<b>D</b>
Convene and chair the Trust-wide H&S network group meetings: including H&S local governors, Heads (or their SLT representative for H&S), Secondary Director, CFO and CEO. The Operations Manager to attend	<b>D</b>
Keep under review the Health and Safety Policy for the Trust	<b>D</b>
Report to the Trust Board, through the Compliance Committee, on H&S risks, the effectiveness of H&S arrangements and the progress of improvement plans, including site visits	<b>R</b>
Annually receive and consider recommendations arising from Trust wide audits; ensure appropriate development and improvement plans result from audits; monitor the progress of and as a result, make recommendations to the board with regard to H&S improvement plans?	<b>R</b>

#### Policies and Documents relevant to this role:

- Trust Emergency Plan / Business Continuity Plan
- Trust Health and Safety Policy
- Trust Risk Register – premises, equipment and training risks

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Advice and support is available from the Trust's Operations Manager, Martine Rhodes; CFO, Zoe Bratt and from the CEO, Fiona Hammans. The Clerk to the Trust can also provide support about what is delegated from the Trust to schools and local governors.

**Duties:**

<b>Condition and suitability of premises</b>	
<b>Condition and suitability of equipment</b>	
To assist the CEO and executive, and discharge the responsibilities of the trust board on matters relating to H&S of the trust's premises and grounds, security and environment.	<b>D</b>
Escalate H&S concerns to the trust board as appropriate. For example, where LABs have concerns that require trust intervention.	<b>R</b>
Ensure that all policies and procedures relating to health & safety, buildings and visits are reviewed and amended at Trust level, through the Compliance Committee	<b>R</b>
Review the Trust Emergency Management Plan / Business Continuity Plan and report to the board via the Compliance committee.	<b>D</b>
Ensure that H&S information and approaches inform and are part of Board decisions	<b>R</b>
<b>Behaviour of employees or others involved (pupils, students, visitors, contractors)</b>	
Monitor and evaluate Trust reviews (including engagement and or compliance concerns) and assist the CEO in developing and promoting resulting action plans	<b>D</b>
Promote training opportunities for trustees in H&S	<b>R</b>
Ensure there are agreed procedures for reporting any concerns including through the Whistleblowing Policy	<b>D</b>

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## Appendix 3



### Local Governance - Health & Safety Lead role

**D** Delegated to Lead Trustee    **R** Make Recommendations to Trust Board

#### General responsibilities:

Undertake appropriate training. In order to fully understand the role including, where possible and appropriate, joining relevant staff training to keep updated	<b>D</b>
Attend and contribute to the Trust-wide H&S network group meetings	<b>D</b>
Consider the advice and recommendations and the H&S Policy supplied by the Trust; Keep under review the Health and Safety Policy for the School	<b>D</b>
Annually receive and consider recommendations arising from school audits; ensure appropriate development and improvement plans result from audits; monitor the progress of improvement plans and make appropriate recommendations to the LAB	<b>R</b>
Report to the LAB on H&S risks, the effectiveness of H&S arrangements and the progress of improvement plans, including undertaking site visits.	<b>R</b>

#### The lead governor role falls into three areas of oversight and scrutiny:

1. Condition and suitability of premises
2. Condition and suitability of equipment

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3. Behaviour of employees or others involved (pupils, students, visitors, contractors)

**Policies and Documents relevant to this role:**

- School Accessibility Plan
- School Emergency Plan / Business Continuity Plan
- School Health and Safety Policy (based on the Trust’s H&S model policy)
- Premises documents (for example, Asbestos Management Procedures)

Advice and support is available from the Trust’s Operations Manager, Martine Rhodes, the CFO, Zoe Bratt, and from the Health and Safety trustee, Lynn Fathers. The Clerk to the LAB can also provide support about what is delegated to schools and local governors.

**Duties:**

<b>Condition and suitability of premises</b>	
<b>Condition and suitability of equipment</b>	
To assist the Head and discharge the responsibilities of the local academy board (LAB) on matters relating to H&S of the school premises and grounds, security and environment.	<b>D</b>
To review the security requirements of the setting annually and make recommendations to the LAB in line with professional advice.	<b>R</b>
Work with the school to develop a long-term plan for improving the facilities and premises for staff, pupils and any other visitors or users of the premises for approval by the LAB.	<b>R</b>
Regularly review the H&S aspects of the school’s Risk Register and report to the LAB.	<b>D</b>
Work with the school to ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan), for LAB approval	<b>R</b>
Seek assurance that Risk Assessments, including the annual fire risk assessment, are up to date, with clear lines of responsibility for procedures and actions. Report to the LAB.	<b>D</b>
To ensure that all policies and procedures relating to health & safety, buildings and visits are reviewed and amended where appropriate.	<b>R</b>
To agree, evaluate and review the schools Accessibility Plan	<b>R</b>
To ensure that clear Health and Safety checks and Risk Assessment details are outlined and complied with, prior to Educational trips and visits.	<b>D</b>
Review the School Emergency Management Plan / Business Continuity Plan and report to the LAB.	<b>D</b>
<b>Behaviour of employees or others involved (pupils, students, visitors, contractors)</b>	
To monitor and evaluate safety outcomes produced regularly by the school (risk assessment reports/accident statistics/near misses.) Report any issues of concern to the LAB.	<b>D</b>

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Review and ensure that the Lettings policy is being implemented effectively and report to the LAB	<b>R</b>
To receive a report of any issues on Educational trips or visits and ensure staff review the Policies in accordance.	<b>D</b>
Receive school report/s on staff engagement with H&S procedures, training and culture	<b>D</b>
To ensure that there are agreed procedures for reporting any concerns, including through the Whistleblowing Policy, are known to all staff	<b>D</b>

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