



Little Way Catholic
Educational Trust

Health & Safety Policy

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Introduction

Little Way Catholic Educational Trust (“LWCET”) is committed to providing a safe and healthy working and learning environment for all its employees, pupils, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work Act etc. 1974 and subsequent or associated legislation.

Statement of Intent

The Trustees have adopted the following statement of intent.

Little Way Catholic Educational Trust will pay particular attention to:

- Taking all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities providing and maintaining a safe place of work, with safe systems, equipment, and environment in which to work and study.*
- Providing suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities.*
- Taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections.*
- Providing a robust health and safety organisational structure to implement and maintain the highest standards of health and safety policies, procedures, and guidance and have opportunities to discuss relevant health and safety issues with appropriate managers.*
- Providing adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.*
- Accepting that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.*
- Requiring all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.*
- Committing to regular evaluation and review of its Health and Safety Policy and procedures to ensure its objectives are met and, as necessary, to modifying the policy and procedures in line with new legislation, incidents and other changing circumstances.*
- Setting out full details of the organisation and arrangements for the management of health and safety in our academies in writing and communicate these to all employees, volunteers and contractors.*

The Headteachers are responsible to the Trustees for the implementation of the Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students and the health, safety and security of contractors and visitors to their individual academy.

The Head of Business will develop with the Headteacher arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the procedures under the overall supervision of the Headteacher; and within the overall statement of intent

Trustees in determining the Health and Safety Policy and sub- policies will have regard to any statutory and non-statutory government guidance.

Scope

The Health and Safety Policy applies to all employees employed throughout LWCET. In adherence with the policy employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions.

All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures which are associated with this Policy.

Aims

Little Way Catholic Educational Trust aims to ensure that so far as is reasonably practicable:

- *All employees are safeguarded in respect of health, safety and welfare whilst at work.*
- *Safe systems and effective procedures are in place to protect the health, safety, security and welfare of pupils and the health, safety and security of visitors to the academy/trust, including parents, contractors and their employees and members of the public affected by the work of the academy/trust.*
- *The responsibilities delegated to the academy are clearly set out and are reviewed regularly.*
- *Arrangements are in place in each academy, to ensure that no work is carried out by the academy or by contractors that is liable to expose employees, pupils, visitors or members of the public to hazards to 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;*
- *Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the academy/trust site affected by their work.*
- *Senior leadership team (SLT) and site staff in the academy/trust are suitably trained.*
- *Sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the academy/trust site or outside the academy if engaged in academy/trust business; and*
- *Sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.*

Academy's Objectives

The academy's objectives are to:

- *Have regard to Trustee's statement of intent and the provisions of LWCET's Health and Safety Policy and ensure that health and safety duties are appropriately delegated;*
- *Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. (This requires 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);

- *Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.*
- *Ensure that 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, pupils, contractors, volunteers and visitors where necessary appropriate training will be given.*
- *Ensure the provision of means of access and egress which are safe and without risks to health.*
- *Ensure safe arrangements are made for the storage, handling and transport of articles and substances.*
- *Ensure that the academy develops, produces and maintains up-to-date fire safety procedures and documentation and that all employees and pupils (and as far as is practicable, visitors) are familiar with them.*
- *Develop safety awareness among all employees and pupils to promote individual responsibility for health and safety at all levels of staff and students.*
- *Ensure that the health, safety and welfare of all employees, students, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels.*
- *Appointing a Competent Person at academy level, to oversee the implementation of the health and safety policies and procedures.*
- *Provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and*
- *Make reports as directed, to the central team and trustees on the implementation of its Health and Safety Policies and procedures.*

Roles and Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in LWCET and its member academies. LWCET expects all employees to co-operate in ensuring the health and safety of all staff, students, contractors, volunteers and visitors.

It is noted that staffing levels in each school may vary, especially in smaller schools, and therefore some of the roles, responsibilities and processes listed below may be merged into one another. It is up to the SLT of each school to ensure that this policy is tailored to the needs/setup of the school.

Trust Board

The Trust Board has a corporate responsibility for ensuring that LWCET fulfils all its' legal responsibilities in respect of health and safety. This specifically includes ensuring that:

- *There exists an up to date and effective policy for health and safety management across the trust which is supplemented by underpinning policies and procedures as appropriate.*
- *Health and Safety roles and responsibilities delegated to central team and headteachers are clearly set out.*
- *Their employer responsibilities are met, through the appointment of competent person to provide professional advice on health and safety matters*
- *there are arrangements in place to consult employees about the risks at work and current preventive and protective measures.*

- *There are arrangements in place to ensure the Head of Business and headteachers assess risks to employees, pupils, visitors and contractors who could be affected by their activities.*
- *Funds are allocated appropriately to meet the requirements of this policy and relevant legislation.*
- *Notification and reporting procedures to the relevant statutory authorities are carried out.*
- *External independent reviews are undertaken on a periodic basis to supplement internal reviews by the competent person.*

Each Trustee will be committed to setting a personal example on all matters of health and safety and promoting a positive health and safety culture across the trust.

The Trust's Finance, Audit and Risk Committee

The Finance, Audit and Risk Committee will:

- *Advise the Trust on the adequacy and effectiveness of LWCET's systems and arrangements for risk management including that for health and safety.*
- *Identify, review and challenge the key risks to which LWCET is exposed, approving all risk management documentation including the risk register and action plans against significant risks, and monitoring the action plan against significant risks.*

The Headteacher

The Headteacher has the overall responsibility for Health and Safety within their individual academy. They may delegate functions and responsibilities in respect of Health and Safety matters to other employees within their academy, however this does not relieve them of the overall management responsibility.

Responsibilities are to:

- *Implement LWCET's Health and Safety Policy and associated procedures, ensuring that this is regularly reviewed and revised annually.*
- *Monitor Health and safety matters in their academy and provide information to LWCET as required:*
 - *Attend suitable training and carry out the necessary risk assessments.*
 - *Record and report the number of accidents, incidents, and near misses and detail where any modifications to control measures are being implemented as a result.*
 - *Number of instances of staff absence due to workplace related injury or work related mental impairment e.g. stress related.*
 - *Review progress against the Health and Safety external review action plan or any other recommended actions from inspection reports.*
- *Ensure all policies and procedures within LWCET framework are applied consistently.*
- *Ensure that effective health and safety management procedures are in place for carrying out regular inspections and all required risk assessments, making appropriate records, implementing appropriate control measures or actions where necessary, and providing information to employees and trustees as appropriate.*
- *Ensure adequate and appropriate first-aid provision.*
- *Ensure all employees are given appropriate information and training to enable them to understand and fulfil their responsibilities with regard to health and safety.*
- *Oversight of SBM's and Site staff, where relevant in relation to carrying out duties*
- *Ensure that effective management procedures are in place for emergency situations (e.g. in the event of fire or security breach).*

- *Ensure that all employees within their academy receive the necessary health and safety information, instruction, training and supervision to conduct their roles and responsibilities safely.*
- *Ensure that all the academy's pupils, staff, contractors or visitors understand and adhere to all policies or procedures which apply to them.*
- *Promptly inform the Chief Executive Officer and Head of Business of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy. Wherever reasonably practicable this should be prior to action being taken.*
- *Ensure that health and safety investigations are carried out where necessary and implement actions required to eliminate/reduce future risks to health and safety*
- *Ensure that the advice of the Competent Person or the central team is acted upon*
- *Ensure appropriate and reasonable adjustments are made to provide for health and safety of employees who may have a temporary or permanent impairment meaning they require additional support or protection.*

Competent person

- *The trust engages an external competent person to provide advice and guidance – This is Gloucestershire County Council, Safety, Health and Environment (SHE) Team .*

Head of Business (HoB)

The HoB will work with the Estates and Facilities Lead and the Headteachers in each school to ensure comprehensive Health and Safety management, this includes:

- *Managing, co-ordinating and monitoring health and safety matters within our Trust, including the provision of training.*
- *Ensuring that our Trust Health and Safety Policy and systems are implemented.*
- *Reporting regularly on health and safety issues.*
- *Assisting the Headteacher in compiling reports.*
- *Liaising as appropriate with the nominated Trustee with health and safety responsibility.*
- *Advising the Headteacher on which risk assessments should be written following internal or external reviews/guidance.*
- *Liaising with any contractors and making reports to the Headteacher on the progress of the contractual requirements.*
- *Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action.*
- *Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by LWCET).*
- *Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with LWCET's statement of intent and the Health and Safety Policy and sub-policies.*
- *Ensuring that fire risk assessments are carried out*
- *Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks and information.*

School Business Managers

- *Co-ordinating and monitoring health and safety matters within the academy, including the provision of training.*
- *Ensuring that the academy's Health and Safety Policy and systems are implemented.*
- *Reporting regularly on health and safety issues.*
- *Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare.*

- *Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented.*
- *Ensuring that contractors and persons hiring any part of the premises are aware of the Health and Safety Policy.*
- *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.*
- *Ensuring that all necessary safety signs and notices are displayed.*
- *Ensuring that instructions relating to specific areas are displayed.*
- *Ensure the health and safety management system is maintained and all tasks are completed within the required time period.*

Site Manager/Caretaker/Estates Lead

- *The Site Manager/Caretaker/Estates Lead is responsible for:*
- *Implementing the appropriate academy sub-policies and procedures.*
- *Ensuring the security of the premises.*
- *Ensuring that site staff are competent to carry out their responsibilities.*
- *Arranging immediate removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.*
- *Ensure the site is maintained to a high standard to prevent and remove risks before they arise. E.g regular preventative maintenance, servicing, reactive repairs, prevent slip and trips hazards.*
- *Taking immediate action to prevent injury to others on the site who might otherwise*
Ensuring that appropriate personal protective equipment is issued to staff for the task and that training is provided in the use of the equipment.
- *Ensuring that all site and cleaning staff, including contractors, are supervised and that they work in accordance with safe working practices issued by the academy.*
- *Ensure that the health & safety management system is maintained, including checks and tests along with risk assessments and audits.*

All staff

All employees of LW CET and its member academies have a responsibility to take due care of their own Health and Safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities.

All employees of LW CET will act responsibly to ensure that they:

- *Understand and comply with the Health and Safety policy and the academy's Health and Safety procedures at all times.*
- *Co-operate with LW CET and individual academy management on all matters relating to health and safety.*
- *Only use equipment or machinery that they are competent or have been trained to use.*
- *Use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance and correct operating procedures.*
- *Make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons.*
- *Report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation.*
- *Immediately report any concerns or issues in the interest of Health and Safety (e.g. equipment/premises defects; policy or procedure failures) in accordance with procedures.*
- *Do not misuse anything that has been provided for health and safety purposes.*

- *Ensure pupils follow safe practices and observe safety rules including:*
 - *to follow instructions by a member of staff in case of emergency.*
 - *to not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms.*
 - *inform a member of staff of any situation, which may affect their safety or that of another pupil.*
- *Participate in any relevant paid training; and complete all allocated annual training courses.*

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their academies.

Trustees recognise that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

The academy will follow the government's advice that all academy staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with their line manager in the first instance and request that it is reviewed.

Visitors and Contractors

LWCET recognises its responsibility for the actions and safety of visitors and contractors on its premises.

Visitors must sign in and out of the premises, they must be escorted at all times if not safeguarding compliant and must not be placed at risk when conducting their business in any of our premises.

All contractors are required to read, understand and comply with the health and safety procedures (including emergency procedures) at each premise; all contractors and any of their sub- contractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing within our premises.

Staff in charge of activities

The staff in charge of particular activities (whether on or off the academy premises) are responsible for ensuring that appropriate arrangements are made for students with medical needs during:

- *Educational visits/learning outside the classroom*
- *Sporting activities.*

These staff members have a duty to ensure the activity is conducted in a safe way and if they have concerns they must stop the activity and raise their concerns immediately.

Risk Assessment

All headteachers are responsible for ensuring that risks are identified, and appropriate assessments and control measures are made and recorded. These may be delegate but the responsibility rest with the headteacher. Members of staff must be competent to carry out

appropriate risk assessments. The Headteacher is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

The Headteacher is responsible for ensuring that each academy has all of the required risk assessments in place and that these risk assessments are adequate, in date and available to all staff.

Health and Safety Management Arrangements

LWCET will use “iamcompliant” as the health, safety and compliance management system.

The Estates and Facilities Lead will be responsible for the health and safety management system and will liaise with the Headteacher on the progress/compliance across the site.

Staff with health and safety responsibilities will be responsible for completing tasks assigned to them within the specified timeframe and recording completion in the health and safety management system.

The Headteacher will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

Trustees will receive termly reports from the HoB on the status of the management system to ensure that the system complies with law and regulations.

Asbestos

The individual academy will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No-one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed. This will be achieved by minimising exposure through the management of asbestos-containing materials in academy premises by:

- *Assessment - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The potential amount and condition of the asbestos-containing material will be assessed, and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.*
- *A Written Plan - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available, and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.*
- *Access to Asbestos-containing Materials - Access to asbestos-containing materials in the premises will be controlled as far as is practicable to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.*

- Monitoring and Maintenance - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- Training and Information - Employees who may come into contact with asbestos containing materials (ACMs) through the course of their work will receive adequate training and information, this will be updated/replicated at the required intervals, such that they can recognise potential ACMs and know what precautions to take.
- Arrangements for Controlling Work on Asbestos - Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.
- Selection and Control of Contractors to Work on Asbestos-containing Materials - When contractors are engaged to work on academy premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos- containing materials

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Fire Precautions

Overseen by the Head of Business, the Headteacher and the Site Managers are responsible for ensuring that the premises are compliant with the current fire safety regulations and the fire risk assessment. They must also ensure that appropriate fire evacuation procedures are in place.

The Headteacher is responsible for:

- Ensure the Fire risk assessment is in place and remedial work is actioned.
- The school has an appropriate number of trained fire marshals.
- Evacuation drills are completed termly and recorded.
- All staff complete fire awareness training.
- Ensure the site manager completes their duties.

The Site Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking works including 'hot' work.

This includes ensuring that all fire exits are clearly marked and kept free from obstruction, and that fire extinguishers (water, carbon dioxide, powder and wet chemical) are distributed

throughout the building in appropriate locations. Site staff will carry out weekly testing of the fire alarm system and monthly testing of emergency lighting and record all findings. All equipment is maintained annually, and any defective equipment is removed and replaced as necessary.

The Estates and Facilities Lead along with the Site/business Manager will undertake and review fire risk assessments annually and ensure that schools arrange evacuation drills on a termly basis.

Maintenance of fire alarms, fire equipment and emergency lighting are contracted out and overseen by the Site Manager.

It is the responsibility of the Headteacher to ensure that all staff are familiar with the academy fire safety risk assessment and evacuation procedures.

Fire Evacuation Procedure

Fire Drills must be held every term.

All staff, pupils, visitors and contractors must participate in the fire drill and follow the correct procedures. Every school within our Trust will have a clear written evacuation procedure with detailed instruction maps and diagrams posted in relevant areas.

Evacuation procedures will incorporate arrangements for use of lifts, designated refuge areas and evacuation chairs or similar equipment.

In the event of an evacuation, no member of staff, pupil, visitor or contractor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the academy, should check that everything is in order. If it is not, the Headteacher should be informed immediately. If there is a potential hazard, the room should be vacated, and the Headteacher and the Business Manager informed immediately

The Headteacher will decide when classes can return into the buildings. In the event of a fire, the Fire Service will take overall responsibility.

Training

LWCET will provide opportunities for all employees 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.

All staff, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo induction training, tailored to the individual academy, which will include the following health and safety matters:

- *Emergency arrangements;*
- *Fire drills;*
- *First aid arrangements;*
- *Accident reporting;*
- *Good housekeeping;*
- *Specific hazards/responsibilities associated with work activity; and*

- *Special needs of students including students with disabilities.*

All staff members will be required to complete annual training in:

- *Slips, trips and falls in education*
- *Fire awareness*
- *Manual handling*
- *Health and Safety at work*
- *DSE users (As required)*

Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the students.

The Headteacher will identify with relevant staff the appropriate health and safety training needs.

Staff who feel that they have a need for health and safety training of any kind should notify the Headteacher immediately.

Individual academies will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety management system. Where certificates of competence are required for potentially hazardous activities (e.g. certain machinery, swimming etc.), the academy's Senior Leadership Team are responsible for:

- *Checking the validity of certificates;*
- *Arranging refresher training when necessary; and*
- *Keeping the Headteacher informed.*

Equal Opportunities

In making, reviewing, and implementing this policy LW CET's Equal Opportunities Policies must be taken into account.

In particular, LW CET must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the academy's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.