



Staploe Education Trust

Health and Safety Policy Statement

Version:	3.2
Author:	Head of Estates, Contracts and Energy
Approved by:	Trust Board
Date:	Autumn 2025
Review date:	Autumn 2026

Staploe Education Trust has overall responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999 for ensuring that appropriate Health and Safety policies are adopted and followed by the Trust itself and by the individual academies that belong to the Trust.

All members of the Trust and its employees are required to comply with all health and safety legislation and other guidance approved by the Trust.

The Trust will provide a working environment including premises, equipment and systems of work that is, so far as is reasonably practicable, safe and without risks to health.

The Trust will provide adequate training to ensure employees are competent to do their work and engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.

The Trust is committed to keeping abreast of current developments in the field of health and safety.

The Trustees are responsible for reviewing this policy every year.

The Trust Board is ultimately responsible for health and safety matters across the trust, but delegates day-to-day responsibility to each headteacher, supported by the head of estates, contracts and energy. The head of estates, contracts and energy will ensure reports are provided to the Board of Trustees on health and safety issues at each meeting of the delegated Infrastructure Committee and at other times as necessary.

Each headteacher will ensure for their place of work that:

- The policy is understood and implemented by employees of the Trust and others working for the Trust at any of the Trust premises.
- They maintain safe and healthy working conditions, provides and maintains plant, equipment and machinery and ensures safe storage / use of substances.
- Appropriate instruction and training are available for all employees, members of governance, volunteers and others as appropriate.
- They consult with all staff on matters of health and safety.
- The latest health and safety law poster is displayed with the names of persons responsible for health and safety clearly displayed.
- First aid boxes and accident books are provided.
- The policy considers the welfare of members of the public, visitors and contractors.
- Risk assessments are undertaken for all activities, in particular; whenever activities are undertaken away from the school sites and whenever external groups carry out work on the site or when new procedures or new equipment is introduced.
- Any activities on Trust premises by outside bodies are subject to full risk assessment which is approved in advance by the headteacher or head of estates, contracts and energy.
- They implement emergency procedures/evacuations/lockdowns as relevant in case of fire or another significant incident.
- They ensure all food safety legislation is complied with and records kept on food safety management.

The maintenance of a safe working environment requires active participation of all persons: staff, pupils, contractors, volunteers and visitors all have a responsibility to do everything that they can reasonably do to prevent injury to themselves and others and to prevent loss to the Trust.

The Trust requires everyone to follow specific instructions given in current safety policies and to follow the relevant safety procedures in all cases. It is forbidden for any person to intentionally interfere with, or misuse any equipment provided by the Trust for the purposes of health and safety.

In addition to all statutory reporting requirements, any breaches of the health and safety policy and all reportable incidents (RIDDOR) will be immediately reported to the head of estates, contracts and energy.

Approved by the Board of Trustees at its meeting on: 30 September 2025

Date for review: September 2026

Chair of the Board of Trustees

Signed:

Date: