The Children First Learning Partnership

1. **Statement of Health and Safety 2026**
   (To be used in conjunction with each school's Health, Safety and Well Being Policy)

1.1 This policy supplements both the general statement of policy issued most recently by Staffordshire County Council and adopted by each school within our Multi Academy Trust, and the more detailed statement issued by the Department for Education.

1.2 The Directors of the Children First Learning Partnership recognise and accept their corporate responsibility as an employer for providing a healthy working environment for the teaching and non-teaching staff in their employment, for the children attending each School and for other people who visit or are users of the School. The Directors accept their general duties to their employees as set down in Section 2 of the Health and Safety at Work Act.

1.3 In compliance with the Health and Safety at Work Act, the Board of Directors along with the Local Advisory Board will ensure, so far as is reasonably practical, that:

- All premises are maintained in a safe condition.
- Safe access to and egress from premises are maintained.
- All plant and equipment are safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision are available and provided to enable all employees to avoid hazards and contribute positively to their own Health and Safety at work.
- Arrangements exist for the safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities and the promotion of staff well- being is recognized as a priority.

1.4 Within the financial restraints, the Board of Directors will ensure, through the Local Advisory Boards and Executive Board that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

1.5 The co-operation of all who use the School, both employees and others, will be sought in implementing this policy.

Employees will be reminded of their own duties:

- To take care of their own safety and the safety of others.
- To co-operate with the Board of Directors, Local Governing Board and Senior Management Team so that they may carry out their own responsibilities successfully.

1.6 All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
1.7 Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and safety of employees concerned.

1.8 The Directors undertake to review this policy statement and the accompanying organisation and arrangements annually and in response to any major incident. A copy of this statement will be posted on the staff notice board within the Schools Health, Safety and Well being Policy

Signed _____ Signed _____ (Chair of Directors)

Signed _____ Signed _____ (Executive Head/Headteacher)

Health and Safety Organisation and Responsibilities

2.1 In order to ensure that Health and Safety issues are dealt with in accordance with The Children First Learning Partnership Health and Safety Policy, the following organisational structure has been accepted by the Board of Directors. Duties and responsibilities have been assigned to Staff, Local Governing Board members and Directors as laid out below.

The Board of Directors will elect a named person to be responsible for Health and Safety Matters across the MAT.

2.2 Local Advisory Board (LAB)

2.2.1 The LAB is responsible for ensuring that this policy is implemented at a local level.

2.2.2 The LAB accepts a share of the responsibility for the way in which health and safety issues are addressed, in particular when making decisions about spending which are within its control.

2.2.3 The LGB will elect a named representative for Health and Safety who will act as critical friend to the Executive Head/Headteacher and hold him/her to account for the implementation of this policy.

2.3 The Executive Head/Headteacher (or in the event of absence, the Head of School/ Deputy Head/ Assistant Headteacher)

2.3.1 Overall responsibility for the day to day management of all health and safety matters rests with the Executive Head/Headteacher.

2.3.2 The Executive Head/Headteacher, as manager of the School and of all the activities carried on within it, will liaise with the LAB, Directors and Local Authority and carry out their recommendations as regards Health and Safety matters. Furthermore, she/he will advise the LAB and Directors of any areas of Health and Safety concern, in particular those which may need to be addressed by funds.

2.3.3 The Executive Head/Headteacher will investigate all serious accidents and dangerous occurrences which are reported to her, or of which she/he becomes aware, and report thereon to the LAB, Directors, Local Authority and Health and Safety Executive as appropriate.

2.3.4 The Executive Head/Headteacher will take full responsibility for ensuring that adequate staffing levels are maintained for the safe supervision of children.

2.3.5 The Executive Head/Headteacher will, within reason, provide funds for: The maintenance of the premises. The repair, maintenance, and testing of School equipment. The provision of appropriate protective clothing where necessary. The purchase and maintenance of first aid materials. The purchase and maintenance of fire fighting appliances. Safety Training for staff, when necessary.

2.3.6 The Executive Head/Headteacher will ensure that an adequate level of supervision will be available, and that proper safety arrangements exist, before authorising educational visits or other activities involving pupils off site.

2.3.7 The Executive Head/Headteacher will liaise with, and monitor, as far as is reasonably practical, the activities of contractors, visitors and others on site, to ensure that any risks to the Health and Safety of staff, pupils and others are kept to a minimum.

2.3.8 The Executive Head/Headteacher may appoint a “School Health and Safety Officer” to whom she/he will delegate certain duties; specifically those detailed below. Alternatively, she/he may adopt the role her/himself.

2.3.9 The Executive Head/Headteacher will arrange for sufficient members of staff to be trained in First Aid to ensure that such Aid will be available in any reasonable foreseeable situation.

2.3.10 The Executive Head/Headteacher will normally meet formally with the appropriate Site staff once every half term, to receive a report on any matters needing attention and decide on what action is appropriate.

2.3.11 The Executive Head/Headteacher will ensure that all electrical appliances in their charge have a current PAT testing certificate and will notify the relevant contractor when an appliance is due for testing.

2.4 The School Health and Safety Officer-(Headteacher or Head of School)

2.4.1 The School Health and Safety Officer will take note of health and safety bulletins and safety instructions issued from time to time by the Local Authority, the Department for Education and others and arrange for this information to be disseminated.

2.4.2 The School Health and Safety Officer will review this policy statement as necessary and ensure that appropriate amendments are made in accordance with changing circumstances.

2.4.3 The School Health and Safety Officer will formulate and review the arrangements to be taken in an emergency and ensure that all involved are informed of these arrangements. Furthermore she/he will arrange for an evacuation drill to be carried out at least every half term and all records updated and issues addressed.

2.4.4 The School Health and Safety Officer will provide a Fire Evacuation Notice for each room in the School detailing the route to be taken to leave the building and also giving the locations of the nearest fire alarms and fire fighting equipment. Furthermore, the School Health and Safety Officer will liaise with the Site Staff to ensure that emergency notices around the School are sufficient and up to date.

2.4.5 The School Health and Safety Officer will set in place systems to ensure that regular checks are made of all School premises and equipment, to identify any situation which is unsafe or hazardous to health.

2.4.6 The School Health and Safety Officer will ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises, or involving staff or pupils involved in School activities off site and she/he will inspect the file of Accident Reports at regular intervals.

2.4.7 The School Health and Safety Officer will be readily available to receive, from Safety Representatives, from other staff, from pupils and from others using the premises, reports of all problems relating to Health and Safety matters and will, as far as is possible, take appropriate action to minimise any risks.

2.4.8 The School Health and Safety Officer will advise the Executive Head/Headteacher (if appropriate) of all defects and deficiencies of which she/he becomes aware, either through the fortnightly checks, through the Accident Reports, through other reports made to her or as a result of her personal investigations.

2.4.9 The School Health and Safety Officer will advise the Executive Head/Headteacher on action to be taken for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe and the elimination, as far as is practical, of any other potential hazards.

2.4.10 The School Health and Safety Officer will liaise with the Office and Financial Services Manager, with First Aiders, with the Site Manager, with the Catering Manager and with the Cleaner in Charge to ensure that proper practices are followed and to assess risks which are particular to individual areas of School life.

2.4.11 The School Health and Safety Officer will assist in determining any staff training which is required in health and safety matters.

2.4.12 The School Health and Safety Officer will meet formally with the Executive Head/Headteacher and the Site Manager once each half-term for the exchange of information and determination of any immediate courses of action.

2.5 Deputy Head/ Assistant Headteacher:

2.5.1 In normal circumstances, accidents and injuries will be reported firstly to one of the Senior Leadership Team who will determine what action shall be taken.

2.5.2 In the event of an accident or dangerous incident the County Council's recommended reporting procedure will be followed. Dangerous Occurrences and Significant Injuries will be reported to CEO

2.5.3 The Health and Safety Officer is responsible for briefing Supply Teachers and visitors on all matters of Health and Safety Policy which affect them; in particular, action to be taken in case of fire.

First Aiders

2.6.1 A list of qualified First Aiders, who hold a current first-aid certificate, will be displayed in various appropriate places around the School.

2.6.2 Every case of illness or injury which might need treatment, either to a pupil or to a member of staff or any other person using the School premises, will be referred to a First-Aider.

2.6.3 When dealing with any illness or injury a First Aider will always act in accordance with the training which they have received.

2.6.4 All First-Aiders will ensure that their knowledge and skill are kept up to date by the reading of relevant literature and by further training, if necessary.

2.6.5 All First Aiders will be responsible for ensuring that adequate and appropriate equipment and facilities are provided for the rendering of First Aid.

2.6.6 All First Aiders will also make regular checks to ensure that the First-Aid boxes sited around the School only include the items governed by law and that they are kept replenished.

2.7 All Teaching Staff

2.7.1 Teaching staff are responsible for the health and safety of all pupils under their control both on site and off site.

2.7.2 Each class teacher shall be aware of the School's Health and Safety Policy.

2.7.3 Each class teacher will know the emergency procedure in respect of fire, first aid or bomb scare and inform themselves of the exit route from whatever room they may be using. Furthermore, they will make themselves aware of the location of the nearest fire fighting equipment and first aid box to that room.

2.7.4 Each class teacher will ensure that good "housekeeping" standards are maintained.

2.7.5 Class teachers will only permit practical work to be carried out after reading the relevant risk assessment for that activity or, in the absence of such material, carrying out their own assessment, where the nature of the activity, the class size, and the abilities of the pupils involved have all been taken into account.

2.7.6 Class teachers will ensure that no practical work takes place or potentially dangerous equipment is used without adequate supervision.

2.7.7 Each class teachers will ensure that safety instructions are given to all pupils prior to commencing practical sessions.

2.7.8 Class teachers will ensure, as far as is possible, that pupils follow School safety rules and that suitable personal protective equipment is worn where appropriate and that such equipment is in good condition prior to use.

2.7.9 Class teachers will ensure that if any equipment is used which has safety devices fitted then those devices are in good condition and proper use is made of them.

2.7.10 Each class teacher will take out of action immediately any defective furniture or equipment and make a report to the Executive Head/Headteacher as soon as possible.

2.7.11 Each class teacher will report any accident to the Executive Head/Headteacher as soon as is practicable and co-operate in any investigation into the causes of the accident and the determination of any steps which need to be taken to prevent its recurrence.

2.7.12 Each class teacher will report any injury to one of the Senior Leadership Team immediately.

2.7.13 Each teacher will ensure that the agreed level of supervision is available and that appropriate health and safety arrangements are adhered to when taking School parties off site.

2.7.14 Each class teacher will propose for consideration by their Executive Head/Headteacher any improvements which they consider would improve health and safety standards within the school.

2.8 Office Personnel

2.8.1 The Clerical Assistant will be responsible for ensuring that all correspondence relating to health and safety matters which enters the School is passed on to the appropriate person(s).

2.8.2 The Office and Financial Services Manager will ensure that safe working rules and procedures exist in the offices and that these are brought to the attention of the Office and Technical Staff.

2.8.3 They will ensure, as far as is practicable, that all equipment used in the offices is kept in safe working condition and will remove from use any equipment or appliance which is identified as being a potential hazard to health or safety.

2.8.4 The Office and Financial Services Manager will ensure that Office and Technical Staff are properly briefed before using any equipment which may involve risk.

2.8.5 The Office and Financial Services Manager will ensure that all accidents occurring in the offices or involving Office and Technical Staff are promptly reported to one of the Senior Leadership Team and recorded using the appropriate online system (My Health and Safety) Furthermore she/he will ensure that every accident (including near misses) is investigated by the Executive Head/Headteacher with a view to preventing a recurrence.

2.8.6 The Office and Financial Services Manager will ensure that all Office and Technical Staff are aware of what action they should take in case of fire or emergency and furthermore are aware of any specific roles they should play in these circumstances.

2.8.7 The Clerical Assistants will ensure that all visitors to the School are informed, at their time of arrival at reception, of what action to take in case of fire or emergency, and of any circumstances which might affect their health and safety.

2.8.8 The Clerical Assistants is responsible for ensuring that proper procedures are followed so that records are available, at all times during the School day, of all persons on site; including staff, pupils and visitors.

2.8.9 If the building is evacuated, attendance at the assembly point will be notified, either directly or through designated persons to the Headteacher including of any persons not accounted for.

2.8.10 The Headteacher/Executive Headteacher will file all Accident Reports and ensure that they are available for inspection by any authorised person.

2.8.11 When “lettings” take place the Office and Financial Services Manager will inform the person in charge of any relevant Health and Safety Procedures via our letting guidance document and in cases of doubt will refer the Person in Charge to either the Site Staff or to the Executive Head/Headteacher for further clarification.

2.8.12 The Health and Safety Officer will be the first point of contact for all Office and Technical Staff, Kitchen Staff and the Site Manager, in any matters of Health and Safety.

2.9 Further staff responsibilities:

2.10 Site Staff

2.10.1 The Site Managers will ensure, as far as is reasonable, that staff under their control are not involved in activities outside their limitations, that they make use of suitable personal protective equipment when appropriate, and that they only use equipment if they have received training in its correct use

2.10.2The Site Manager will report any accidents or injuries involving those under their supervision to one of the Leadership group as soon as is reasonably possible.

2.10.3 The Site Manager will be responsible for ensuring that all apparatus and equipment under their care is regularly checked and kept in a good state of repair; and that any faulty or damaged equipment is taken out of service until it is made safe

2.10.4 If the Site Staff becomes aware of any situation which poses a serious health and safety hazard they will notify the Executive Head/Headteacher of this immediately and take appropriate action to minimise the danger.

2.10.5 The Site Staff will participate in the daily visual health and safety checks, paying particular attention to building structure, services, access to/egress from the School, main circulation areas and any particular areas assigned to her/him.

2.10.6 The Site Staff will ensure that all equipment and hazardous substances, used for the maintenance of the buildings or site, are stored securely.

2.10.7 The Site Staff will arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe.

2.10.8 Under the direction of the Executive Head/Headteacher Site Staff will conduct a practice evacuation of the buildings, outside normal School hours, but when cleaners are working in the School, at least twice a year.

2.10.9 The Site Staff will meet formally with the Executive Head/Headteacher and the School Health and Safety Officer (If appropriate) once each half term for the exchange of information and determination of any immediate courses of action.

2.11 The Catering Manager (If appropriate)

2.11.1 The Catering Manager is responsible for all Health and Safety Matters in the kitchens.

2.11.2 The Catering Manager will report any matter, which affects the Health and Safety of other users of the School (staff, pupils or visitors) to the Business Manager.

2.11.3 The Catering Manager will be aware of, and ensure that her subordinates are aware of, action to be taken in the case of fire or emergency in the main buildings.

2.12 The Cleaner in Charge. (If appropriate)

2.12.1 The Cleaner in Charge is responsible for ensuring that all Health and Safety requirements are known and followed by both her and those under her supervision.

2.12.2 In particular, the Cleaner in Charge will ensure that equipment and substances are only used by those who have received instruction in the use of such equipment and substances. The Cleaner in Charge will ensure that when cleaning is taking place, any hazards are notified to others who are using the building. In particular, warning signs will be displayed where floors are wet and/or slippery.

2.12.4 The Cleaner in Charge is responsible for ensuring that all under her supervision are aware of how to act in case of emergency, in particular that they are aware of evacuation procedures. To this purpose she/he will co-operate with the Site Staff in conducting a practice evacuation at least twice a year.

2.13 All Employees

2.13.1 All employees are obliged, by law, to take care of their own safety and health whilst at work and to take care of the safety and health of others who may be affected by their actions or omissions.

2.13.2 All employees must co-operate with the Board of Directors, the Local Advisory Board, and Senior Leadership Team of the School, so far as is necessary to enable management to comply with the legal requirement imposed upon it by statute.

2.13.3 All employees shall assist in the maintenance of good housekeeping.

2.13.4 No employee will use equipment for purposes for which it was not designed, nor use equipment, which involves risk, if they have not received proper training.

2.13.5 No employee will introduce any equipment or substance to the School site or use any personal equipment or substance on the School site without proper authorisation.

2.13.6 All employees should make use of all safeguards and necessary personal protective equipment provided for health or safety reasons.

2.13.7 All employees should report all defects in the condition of the premises or equipment, of which they become aware, to the Health and Safety Officer.

2.13.8 All employees should report all unsafe working practices, of which they become aware, to the Health and Safety Officer.

2.13.9 All employees will report all accidents or dangerous occurrences to one of the Deputies as soon as is possible and co-operate fully in any subsequent investigation.

2.13.10 During out of hours periods or holidays where few staff are at School all employees will report their presence to the Executive Head/Headteacher and also report when they leave the school to same (lone working).

Pupils

2.14.1 Pupils will be taught how to follow all safe working practices and observe all School safety rules.

2.14.2 All pupils will pay attention to and adhere to all safety instructions issued by members of staff when engaging in any practical activity, either on or off site.

2.14.3 All pupils will follow all instructions issued by any member of staff in the case of an emergency.

2.14.4 No pupil will have the opportunity to use any School equipment unless authorised to do so by a teacher; furthermore no pupil will use any equipment which involves risk before having received proper instruction in its use.

2.14.5 No pupil will move any heavy or bulky item around the School.

2.14.6 No pupil will intentionally or recklessly interfere with equipment provided for safety purposes, in particular fire extinguishers. Any pupil who deliberately tampers with any safety equipment will be subject to disciplinary action.

2.14.7 No pupil should introduce any equipment or substance to the School site or use any personal equipment or substance on the School site without proper authorisation.

2.14.8 Every pupil (age appropriate) will be encouraged to take reasonable care for the health and safety of themselves and of others who may be affected by their actions. Anyone who indulges in behaviour which could be damaging to the welfare of themselves or others will be subject to disciplinary action.

2.14.9 Pupils will be made aware that they have the responsibility of reporting to a member of staff, any situation or occurrence which presents a real danger to their health and safety or the health and safety of others.

2.14.10 The responsibilities of pupils, as set out above, will be brought to the attention of all parents and pupils; pupils will be reminded of them at regular intervals and as and when the need arises.

Adopted by Directors July 2026

Reviewed Annually