Pioneer Educational Trust

preparing the way for others to follow

HEALTH & SAFETY POLICY

Key document details

Equality Impact Assessment required? If yes, date of EIA	Yes / No
Ratified:	Spring2 2026
Approver:	Trust Board
Next review:	Autumn1 2026

GENERAL STATEMENT OF INTENT

The Trustees of Pioneer Educational Trust recognise their responsibilities under the Health and Safety at Work Act 1974 (HASWA) to ensure that arrangements are in place to carry out our activities in such a way as to ensure so far as is reasonably practicable, the Health, Safety and Welfare of our employees, pupils and all persons likely to be affected by our activities, including the general public where appropriate.

We will co-operate and co-ordinate with Partnerships, Contractors, Sub-Contractors, Employers, and the occupiers of premises and land where we are commissioned to work in order to pursue our Health & Safety Policy aims.

The Trustees will actively work with the Chief Executive Officer and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

Our aims are to:

- Provide and maintain a safe and healthy working and learning environment ensuring the welfare of all persons;
- Maintain control of Health & Safety risks arising from our activities;
- Comply with statutory requirements as a minimum standard of safety;
- Consult with all staff on matters affecting their health, safety and welfare;
- Provide and maintain safe systems, equipment and machinery;
- Ensure safe handling, storage and use of substances;
- Provide appropriate information, instruction and supervision for everyone;
- Ensure staff are suitably trained and competent to do their work safely;
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health;
- Assess risks, record significant findings and monitor safety arrangements;
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements;
- Develop and maintain a positive Health & Safety culture through regular communication and consultation with employees and their representatives on Health & Safety matters.

Our Health & Safety Management System has been developed to ensure that the above commitments can be met. All Staff, Governors and Trustees will be instrumental in its implementation.

ROLES AND RESPONSIBILITIES

The Board of Trustees

The Board of Trustees has strategic responsibility for health and safety within all areas of the academies' undertakings. They shall ensure that:

- Sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and;
- Productive working and learning environment;
- Competent health and safety advice is available in order to assist line management and comply with regulatory controls.

The CEO

The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The CEO shall ensure that the Board of Trustees:

- Oversees the provision of health and safety leadership focused on the management of significant risk;
- Monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues.

Local Committees (LCs)

Local Committees (LCs) are responsible for the implementation of the Trust's policy and ensuring effective health and safety management systems within their school. They shall ensure that:

- Local arrangements are set out in detail the roles, responsibilities and duties of named individuals who will coordinate, manage and carry out the local procedures, under the overall supervision of the Head Teacher;
- Health and safety performance is subject to regular monitoring and review;
- All staff know and accept their individual responsibilities regarding health and safety and that health and safety training programmes are in place and monitored;
- A member of the LC is responsible for championing health and safety issues. This individual liaises with the school and provides information to the LC;
- Any deficiencies or weaknesses brought to the attention of the LC are rectified or for those areas under the responsibility of the Trust Board, are brought to the attention of the Trustees;
- Regular health and safety audits are carried out.

Head Teacher

The Head Teacher of each academy has responsibility for the day-to-day operation and management of health and safety during term time, as delegated by the Board of Trustees within all areas of each academy:

- The policies and procedures adopted by the Trust are fully implemented and followed by all staff;
- The policy and other appropriate health and safety information is communicated to all relevant people including contractors;
- Health and safety matters are given due consideration with other commitments and form an integral part of their activities;
- Health and safety performance is reported to the LC and CEO;
- Staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

Whilst overall responsibility for health and safety cannot be delegated, the Head Teacher may choose to delegate certain tasks to other members of staff.

CFOO

Working with the Head Teacher of each Academy, the Chief Finance & Operations Officer (CFOO) has responsibility for the day-to-day operation and management of health and safety during non-term time periods and statutory compliance at all times, as delegated by the Board of Trustees within all areas of each academy:

- Health and safety performance is reported to the CEO and Trust Board;
- Staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- The policy and other appropriate health and safety information is communicated to contractors;
- Effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions;
- Effective arrangements are in place to pro-actively monitor and manage statutory health and safety compliance, including the conducting & recording these checks
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions;
- School premises, plant and equipment are maintained in a safe and serviceable condition.

Facilities & Estates Officer

Working with the Head Teacher of each Academy and the CFOO, the Facilities & Estates Officer has some delegated responsibility for the day-to-day operation and management of health and safety during non-term time periods and statutory compliance at all times, as delegated by the Board of Trustees within all areas of each academy:

- Staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Implementing the effective arrangements to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions;
- Implementing the effective arrangements to pro-actively monitor and manage statutory compliance regarding health and safety, including the conducting & recording these checks;
- The Pioneer Site Controller is effectively deployed, and has an understanding of any specific local conditions in each of the Pioneer schools.

Academy Staff

The Head Teacher may delegate functions and areas of responsibility to staff that are appropriate in the circumstances of the academy. These staff will:

- Apply the Trust's Health and Safety Policy to their own department or area of work;
- Ensure staff under their control are aware of and follow relevant published health and safety guidance;
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher of any problems they are unable to resolve within the resources available to them;
- Carry out regular inspections of their areas of responsibility and report any concerns.

Under the Health and Safety at Work Act etc. 1974 all staff (including volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

All employees have responsibility to:

- Comply with the Trust's Health and Safety Policy and procedures at all times;
- Report all accidents/injuries and near misses in line with the academy's reporting procedure;
- Co-operate with and support management on all matters relating to health and safety;

- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Take part in health and safety training and development and health surveillance programmes, as required.

Pupils

All pupils will be encouraged to follow safe working practices and observe safety rules. They will:

- Follow all instructions issued by any member of staff in case of emergency;
- Ensure they do not recklessly or intentionally interfere with safety equipment, fire extinguishers and fire alarms;
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

Central MAT staff

Under the Health and Safety at Work Act etc. 1974 all central MAT staff (including consultants, volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

All employees have responsibility to:

- Comply with the Trust's Health and Safety Policy and procedures at all times and the academy's procedures when on an academy site;
- Report all accidents/injuries and near misses in line with the Trust's reporting procedure
- Co-operate with and support management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Take part in health and safety training and development and health surveillance programmes, as required.

Health and Safety Monitoring and Inspections

Each school within the Trust will conduct a site Health and Safety Inspection on a monthly basis. ***See appendix A.***

The inspections will be carried out by the Head or member of the SLT, and will be accompanied by the Facilities & Estates Officer or the Site Controller at least once per term. Only Health and Safety matters are to be recorded on the form; any maintenance issues

identified at the time of the inspection should be recorded via the maintenance support system.

The Health and Safety Inspection report will be sent to the Facilities & Estates Officer, who will deal with any actions arising from the report. All reports will be stored on the Pioneer SharePoint under Premises, Health and Safety.

Strategic Operations Meeting; Health & Safety

In each academy in the Trust, Health & Safety is a standing agenda item on the Strategic Operations meeting. The membership of this group includes the CFOO, Head Teacher, and Facilities & Estates Officer, who meet twice in each six week cycle to discuss operational matters which includes health, safety and welfare issues affecting staff, pupils or visitors and in particular any issues highlighted in the monthly Health & Safety inspection reports.

OPERATION

Central MAT team

The CEO will ensure that organisational arrangements are in place for staff employed by the Trust, including consultants. These arrangements will comply with the health and safety arrangements for the place of work for staff, whether this be on an academy site or elsewhere. This will include risk assessments, accident reporting arrangements, first aid, induction, DSE workstation assessments etc.

Contracts and appraisal

Suitable clauses to highlight health and safety responsibilities are included in all employee contracts.

Appraisal may be used to set and measure performance against health and safety targets and objectives (where appropriate for the job role of the employee concerned). Appraisal may be used to identify health and safety training needs and monitor competency.

Risk assessments

Each academy shall conduct and record risk assessments and ensure findings are brought to the attention of relevant staff. Risk assessments will be reviewed periodically and following any significant changes.

Induction

All new members of staff will be provided with Induction training appropriate to their role and needs.

Monitoring

Proactive health and safety monitoring is a line management function. In addition, the Trust will measure performance by audit, inspection and accident / incident reporting and investigation.

Performance will be reviewed and reported at LC meetings and at Trust Board meetings, where required, on a formal and regular basis.

Links with other policies/procedures

This health & safety policy is linked to our:

- Premises Management Policy
- Accident Reporting Procedure
- Contractors on site Procedure
- Display Screen Equipment Procedure
- First Aid and Medication Procedure
- Health and Safety Information and Training Procedure
- Manual Handling Procedure
- Minibus Procedure
- Personal safety / lone Working Procedure
- Positive handling Procedure
- Risk Assessment Policy
- Working at Height (Inc. Ladder Safety) Procedure

Appendix A

Monthly Premises Health & Safety Inspection Checklist

Name of Location / Site:	
Date of Inspection:	
Name of Inspecting Officers:	

Head of School	**Signature**	**Date**

External Areas		**Yes**	**No**	**Comments**	**Reported to:**
1.1	Are paths, steps and play areas free from foreseeable trips/slip hazards?				
1.2	Are manholes secure?				
1.3	Are grass areas reasonably even and free of glass etc?				
1.4	Do trees/branches appear safe?				
1.5	Is the perimeter fencing sound?				
1.6	Is external play equipment well maintained and free from sharp edges or rough surfaces?				
1.7	Are the grounds free of litter/rubbish				
1.8	Are access steps or ramps properly maintained?				
1.9	Are access stairs or ramps provided with handrails?				
1.10	Other (please specify)				

Evacuation		**Yes**	**No**	**Comments**	**Reported to:**
2..1	Are fire drills held periodically?				
2.2	Is the alarm audible?				
2.3	If there are fire exit doors in the classroom, are they:				

	■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside?				
2.4	Is fire-fighting equipment in place in the classroom?				
2.5	Are fire evacuation procedures clearly displayed?				
2.6	Other (please specify)				
Building Issues		**Yes**	**No**	**Comments**	**Reported to:**
3.1	Are floors and floor coverings in good condition?				
3.2	Are handrails on stairs sound?				
3.3	Are door mechanisms in good working order?				
3.4	Are facilities for people with disabilities appropriate?				
3.5	Other (please specify)				
Temperature & Ventilation		**Yes**	**No**	**Comments**	**Reported to:**
4.1	Can a reasonable room temperature be maintained?				
4.2	Are fans/blinds provided to alleviate high temperature?				
4.3	Is the natural and artificial ventilation adequate?				
4.4	Other (please specify)				
Lighting		**Yes**	**No**	**Comments**	**Reported to:**
5.1	Are all lights working?				
5.2	Is internal lighting adequate?				
5.3	Is external lighting adequate?				
5.4	Other (please specify)				
Electrical equipment and services		**Yes**	**No**	**Comments**	**Reported to:**
6.1	Are fixed electrical switches and plug sockets in good repair?				
6.2	Are all plugs and cables in good repair?				
6.3	Has portable electrical equipment, e.g. laminators, been visually checked and,				

	where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested)				
First Aid & Medical Provision		**Yes**	**No**	**Comments**	**Reported to:**
7.1	Are names of first aiders displayed?				
7.2	Are the first aid boxes adequately stocked?				
7.3	Are arrangements in place for safe disposal of body fluids and sharps?				
7.4	Other (please specify)				
Welfare Provision		**Yes**	**No**	**Comments**	**Reported to:**
8.1	Are there suitable toilet & washing facilities?				
8.2	Are there appropriate facilities for people who are unwell?				
8.3	Is drinking water available for staff and students?				
8.4	Other (please specify)				
Working at Height		**Yes**	**No**	**Comments**	**Reported to:**
9.1	Are steps or 'kick-steps' available and used appropriately?				
9.2	Other (please specify)				
Management		**Yes**	**No**	**Comments**	**Reported to:**
10.1	Is the health and safety law poster displayed and current?				
10.2	Other (please specify)				
Miscellaneous		Yes	No	Comments	Reported to:
11.1	Is furniture in good condition?				

11.2	Do office staff have enough working space?				
11.3	Are all parts of the premises maintained in a clean/tidy condition?				
11.4	Are items above head height stored safely?				
11.5	Other (please specify)				
Accident/Injury and Near-Miss reporting		Yes	No	Comments	Reported to:
12.1	Has the log been checked?				
12.2	Are there any issues that need to be addressed?				