

Health and Safety Policy & People Statement

Publication Date	1 July 2025
Version Number	1.2
Policy Owner	Director of Estates & Safety
Approval Level (committee)	Trust Board
Applies To (job roles relevant to)	All Staff, students and visitors to sites
Next Review Due	April 2026
Equality Impact Assessment	

1. Overview

The Trust accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively and will:

- Take all reasonably practicable steps to provide safe and healthy conditions for students, employees, visitors and others who may be affected by its activities
- Assess risks to the health and safety of staff, students and others affected by the Academy's action
- Take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation
- Provide adequate resources to implement this policy, including access to support from health and safety competent persons.
- Set out full details of the organisation and arrangements for the management of health and safety in the Trust in writing and communicate these to all employees
- Maintain a safe work environment, including access and egress to its estates and premises, and work undertaken by third parties under the management control of the trust.
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances and that all plant and equipment is maintained properly

The Trust:

- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively, and/or the elected representatives of the staff who may not be members of a union and consult with employees on Health & safety matters.

- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Safety Management System in light of new legislation, incidents and other changing circumstance
- Is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- Expects all employees, volunteers and students 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

Section 2 - People & Legal Responsibilities

Trustees

The Trustees, as legal directors of the Lighthouse Learning Trust, are responsible for the overall health and safety policy and ensuring that all activities of the Trust are conducted in a manner which adheres to sound H&S principles and practices and for ensuring that it fulfils all its legal responsibilities

CEO

The CEO is responsible for the implementation of the H&S policy and ensuring the: Academy's facilities, equipment and procedures are fit for purposes at all times; Management system is being used to ensure compliance; Trustees are advised of changes in Health and Safety law, regulations and guidance; Trustees and governing bodies are kept up-to-date with any changes in the Academy or Trust organisation that may require a fresh look at Health and Safety; that the H&S policy is kept up-to-date; and that a Health & Safety Quality Assurance Annual Review is presented to the Trust Board.

CFO

The Chief Financial Officer is responsible for monitoring the implementation of the H&S policy, advising the CEO on any amendments required to the policy, and for ensuring there is adequate provision of resource for the Trust to discharge its legal duties.

Director of Estates and Safety

The Director of Estates and Safety (DES) assumes responsibility for the development of health and safety policy and maintaining a Safety Management System which demonstrates how the Trust discharges its legal duties in respect to H&S. The Director of Estates & Safety acts as the Competent person on behalf of the Trust. Responsible for developing monitoring programs across the Trust SMS and Safety Audit planning.

Estates Operations Manager

The Estates Operations manager is to ensure contractors operate safely and in accordance with College/Trust policies, ensuring the safety of learners, staff, other contractors and visitors. Ensuring statutory and non-statutory testing and inspections are completed and communicated in a timely manner. Supporting the DES in management of Asbestos, Legionella and other similarly controlled matters.

Executive Principal

Responsible for the internal management of the Academy policies and procedures. The Executive Principal must ensure all staff under their control understand and comply with their responsibilities identified within the Trust Safety Management System.

Senior Managers (other than identified above)

Senior Managers within the Trust must understand their responsibilities for safety as identified in the Safety Management System and conduct risk assessments and develop safe systems of work for members of staff to follow.

Estates Team Leaders

Estates team leaders coordinate the day-to-day management of the estates, implement and coordinate delegated H&S duties, and liaise with contractors undertaking works on estates grounds.

Ensuring the adherence to Health and Safety legislation, monitoring the health safety and welfare of Estates staff.

Conducting risk assessments and develop safe systems of work for team members to follow. Developing procedures for visitors and contractors to follow to ensure they adhere to relevant parts of the Trust's Policy and SMS, including safeguarding and visitor policies.

This role will report directly to the Director of Estates and Safety.

College Safety, Facilities and Lettings Officer

To lead and monitor college processes in relation to health and safety, ensuring compliance from all staff, students and other stakeholders and to advise and support staff in the timely completion of risk assessments in relation to college activities and events, holding staff to account for compliance with these processes.

Undertake the timely completion of risk assessments in relation to students with identified medical conditions or individual support needs. This will be undertaken in liaison with relevant staff.

Maintain a formal record of all health and safety related incidents, including providing senior managers with data and information as required

Estates Officers

Are responsible for the day-to-day management of the estates, maintenance functions, implementation of delegated H&S duties, and supervision of contractors undertaking works on estates grounds. Estates officer are responsible for ensuring the estates are fit for occupation prior to opening, securing premises at the end of the day, emergency management coordination e.g. fire evacuation, first aid situations.

Curriculum Managers, Heads of Departments and support staff team managers have responsibility for Health and Safety within their areas of responsibility, including but not limited to conducting risk assessments and develop safe systems of work for direct reports to follow.

Employee responsibilities

To take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care, and any other persons who may be affected by their actions;

Understand and use the Academy health and safety management and reporting systems; report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage; take reasonable precautions in safeguarding themselves and others and comply with work instructions given to them.

Students and Parents

Students also play a part in overall Health and Safety and welfare of the Academy and will be encouraged to discuss Health and Safety issues at both Colleges, and raise any concerns, which will be reported to the DES. In order to maintain safety and well-being, at all times, Students are expected to:

- Follow all Academy rules and policies
- Use equipment only in accordance with their training
- Refrain from using anything which may harm any other person or themselves, including not using equipment on which they have not been trained
- Report any issues to the person leading the activity in which they are participating or at the earliest opportunity to their form tutor or pastoral tutor.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of Students; road safety).

Safety Management System

The Trust maintains a 'Safety Management System' which details the arrangements for the management of its legal obligations, this includes Risk assessments, monitoring of controls and audit information.