



Pendle Education Trust

Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:	Health & Safety Policy
Senior Manager Responsible:	Chief Executive
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Pendle Education Trust

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Company Registration Number: 08263591

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Health and Safety Policy

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1.0 STATEMENT OF INTENT

The Chief Executive and Pendle Education Trust CEO (Trust) Board are committed to their corporate responsibility for all matters related to the management of Health and Safety and to compliance with the Health and Safety at Work Act 1974. Their position is that legal compliance with the Act is a minimum acceptable standard and that the Trust will continually seek to improve its safety arrangements. They will seek assurance through the Management and Board structure by either regular reports or specific studies that we are providing a working environment where the Health and Safety of all staff, pupils, contractors and visitors is, so far as reasonably practicable, assured.

Their oversight and promotion of the safety arrangements will not only aim to ensure everyone using the Estate complies with the relevant legislation but takes positive action to prevent ill health, injury or loss. The Trust seeks to create and maintain a stimulating and vibrant working environment that promotes excellence in academic and supporting activity. It is a fundamental principle that such a working environment should be safe and without risks to health, and it is imperative that all parties follow the requirements of this policy. Pupils, on leaving the trust Academies, should have an attitude of mind which expects good Health and Safety practice to be normal procedure. This will only occur if the trust staff set high standards by personal example and by ensuring that safe practice is routine.

The Chief Executive and the Trust Board undertake to ensure adequate resources are provided to allow high standards of Health and Safety to be maintained. They will periodically commission reports or audits to review the safety management system and existing arrangements to promote the continuous improvement of Health and Safety performance.

Whether working or studying, Health and Safety is an area in which we all share a common interest and one in which we are all stakeholders. We all have a personal responsibility for our own Health and Safety and that of others. Health and Safety is a core management function and one which we will try to integrate into other management tasks, particularly at the outset of any new activities - in this way safety will be built in from the start.

This policy statement, together with the sub policies, guidance and procedures published on the Trust's website and elsewhere, comprise the arrangements for managing Health and Safety within the Trust.

The maintenance and continuing development of Health and Safety management systems are priorities for the Trust. Not only do we wish to reduce the risks of injuries and ill health but we also recognise that the effective management of Health and Safety can make a significant contribution to the performance of the Trust by helping minimise losses and liabilities.

The development throughout the Trust of a culture supportive of Health and Safety is essential for the achievement of adequate control over risks. We will take all reasonably practical steps to promote and maintain a positive Health and Safety culture and throughout our Estate paying particular attention to the following objectives:



- To ensure that all significant risks arising from our activities are subject to a suitable and sufficient risk assessment carried out by a competent person and that as such an assessment can be produced when requested.
- To provide and maintain safe plant, structures, fabric, equipment and facilities of the working environment that is as far as reasonably practicable without risks to Health and Safety.
- To ensure that appropriate arrangements are in place for the assessment, safe use, handling, storage and transport of articles and substances.
- To provide information, instruction, training and supervision for all staff, pupils and other persons that is relevant and appropriate for our activities.
- To provide and maintain safe access and egress from all sites and places of work.
- To provide and maintain a working environment that is safe and without health risks, including adequate arrangements for the welfare of staff while at work.
- To design, operate and maintain safe systems of work based on sound risk management principles.
- To monitor, evaluate and audit the effectiveness of Health and Safety action plans and strategies and provide reports to the Trust Board.
- To review the Health and Safety Policy statement, organisation and arrangements every 2 years, and to bring the latest version to the attention of all staff and pupils.
- To maintain effective communications and consultation on Health and Safety issues in pursuit of our aims.

As specified in the “arrangements” section below, it will be the responsibility of the Trust’s Management Team to ensure that such arrangements are in place in the areas they control.

Signed

Chief Executive

Chair, Pendle Education
Trust Board

Date



2.0 ORGANISATION

Everyone employed by the Trust holds a responsibility for Health and Safety, whether to take reasonable care of themselves, to organise the work of others safely or to ensure the safe working practices of contractors being asked to undertake projects, depending on their role. Health and Safety is to be seen as an integral function of management and considered on a par with teaching and support activities.

2.1 The Chief Executive

The Chief Executive is responsible to the Trust Board for all Health and Safety aspects of the work undertaken to the fabric of the Trust.

The Chief Executive is responsible for:

- Setting policy and seeing that a Health and Safety Policy exists and operates within the Trust.
- Ensuring adequate provision to deliver appropriate standards of health, safety and welfare.
- Ensuring compliance with the policy throughout the Trust.

The Chief Executive is also the responsible person for fire safety throughout the Trust's estate, although he/she is supported in this by staff from within the Facilities Department.

2.2 Academy Senior Leadership Teams

The individual senior leaders are responsible to the Principals and Executive Principals for the health, safety, and welfare of all staff, pupils, visitors or contractors who come under their respective areas of control and for meeting the aims of this policy. It is a duty of all leaders to ensure that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of work.

They must ensure:-

- Effective arrangements for the implementation of the Health and Safety Policy and for monitoring its performance within their specified areas of managerial responsibility.
- Safe working systems are maintained and they set a good example to subordinate or less experienced staff.
- Staff, including temporary staff, are competent to carry out tasks required.
- The provision of a suitable number of staff to undertake risk assessment training, sufficient to ensure that suitable and sufficient risk assessments are compiled and regularly updated for the activities undertaken.
- That they keep themselves informed of technological advances or developments relevant to their respective roles in the Academies in order to maintain safety and health at work.
- Adequate provision of resources (including financial and time) for activities/ situations they control. Academy Senior Leadership Teams are asked to make a reasonable provision to cover any expenditure on safety equipment or workstation adjustments likely to be needed.
- That there is an effective structure for ensuring the communication of Health and Safety information – this may be through briefings, notice boards or electronic means, but all staff in the Department needing the information



should be able to access it easily.

- Appropriate Health and Safety instructions are embedded within learning programmes and that pupils' understanding is periodically assessed (based on identified risks).

The responsibilities include:

- All authorised activities, including educational visits and work placements.
- All areas and processes under their control.
- All equipment, substances and materials used, or acquired for use.

Staff must ensure hazard/incident reporting is effective within their areas and should liaise with the Trust Estates Manager on all matters of safety.

The Principal will maintain oversight of educational visits and is responsible for developing policy in this area in line with best practice.

2.3 Trust Estates Manager & Principals

The Trust Estates Manager and individual Academy Principal are the “competent persons” appointed to assist with the management of Health and Safety at the Trust under section 7 of the Management of Health and Safety at Work Regulations 1999. They report directly to the Chief Executive as appropriate for Health, Safety and Welfare issues of Trust staff, pupils, visitors and neighbours to whom the Trust owes a duty of care if he deems the matter to be of sufficient significance.

Among the responsibilities of the Estates Manager and Principals are the following:

- Promoting safety awareness throughout the Trust.
- Keeping themselves, and others, informed as necessary of new legislation and directives relevant to the Trust on health and safety matters.
- Liaising with external enforcing authorities including the Health and Safety Executive and Fire Brigade.
- Carrying out safety audits across the Trust.
- Prohibiting any clearly unsafe acts or situations.
- To instigate accident investigation, where necessary.
- To notify the relevant authorities of environmental safety hazards and safety requirements.
- To arrange preparation of safety reports required by the Chief Executive.
- To supervise emergency and fire evacuation procedures.
- To ensure safety rules are published and distributed.
- To ensure appropriate staff safety training is carried out.
- Consult with the recognised trade union safety representatives with regard to any incidents, accidents, and changes in processes, plant, buildings or welfare facilities.
- To liaise with the Education Funding Agency (EFA) in maintaining and improving the Academy approaches to Health and Safety Standard HSG 65, (Successful Health and Safety Management).

2.4 Technical Staff

Technical staff have an implicit supervisory role. Their technical knowledge and experience is valued highly in hazardous areas and when dealing with any hazardous activities.

Technical staff must ensure that safe working procedures are observed and particular,



maintain close liaison with teaching staff working in the same area. They must ensure that equipment is available and in good order including Personal Protective Equipment (PPE), carrying any required certification and, in conjunction with teaching staff, ensure that safe working procedures are maintained and adhered to at all times. Any activity, behaviour or piece of equipment which is of concern to them should be reported immediately to their line manager, who, under the requirements of this Policy statement must assess the situation, taking advice if necessary and then implement any selected remedial measures. In urgent situations, they are to take all reasonable measures to prevent harm (such as closing a process or location if necessary) and report the situation to their line manager and the Estates Manager.

2.5 Role of Safety Representatives

Recognised trade unions representing Trust staff have statutory rights to appoint safety representatives to consult with management over Health and Safety issues. Safety representatives have a statutory right to both training and reasonable time off as necessary for that training. The Trust will consult with them both formally and informally, and specifically consult with them in respect of the staff they represent concerning:

- Health and Safety audits within the Trust
- The introduction of any measure at the Trust which may substantially affect Health and Safety.
- Trust arrangements for nominating or appointing “competent persons” for Health and Safety Management.
- Any Health and Safety information the Trust is required to provide by law.
- Planning and organisation of any Health and Safety training the employer is required to provide.
- Health and Safety consequences of the introduction of any new technologies introduced into the workplace.

2.6 General Responsibilities of Staff

Staff are responsible to their Manager for:

- taking all reasonable care for the Health and Safety of themselves and others affected by what they do, or fail to do.
- co-operating with anyone who has duties to perform under the Health and Safety at Work Act 1974. This includes following agreed safe working procedures including the use of appropriate control measures or protective clothing.
- Reporting hazards (please see below) and encouraging safety participation and hazard reporting by pupils.
- Bringing any perceived shortcomings in the arrangements for Health and Safety and/or any situation that is believed to represent a serious and imminent danger to the employer’s attention.
- Reporting accidents and “near miss” situations, which could have had serious injury or loss.
- If chairing a meeting or providing a lecture, to know, and advise everyone present at the start of the gathering about basic safety procedures – what to do in the event of an alarm sounding, where the assembly points are located and what arrangements are to be followed by any disabled people present. This point is particularly important should the audience or delegates be



unfamiliar with the building.

All Trust staff must be aware that it is an offence to interfere with, either intentionally or recklessly, or misuse anything provided in the interests of safety and health. (The word, "misuse" has been interpreted in case law as including "failing or refusing to use" protective equipment.)

Members of staff and/or pupils must use any safety devices in accordance with training and instructions received respecting the use for which these have been provided.

2.6.1 Hazard Reporting by a Member of Staff

Staff are required to report any hazards they see to their Site Supervisor/Premises Team who are expected to assess the situation, take any immediate steps needed and then take forward having them resolved. Hazards may also be reported to a Safety Representative, who may choose to take up any issues with local managers and the Estates Manager.

Where the risk of injury is imminent or very high, staff must exercise common sense, taking actions as appropriate to reduce the likelihood of any injuries.

Managers told about hazard(s) believed to constitute an immediate threat of injury or damage must take any appropriate action needed to reduce or eliminate the hazard. If the hazard reported is not in their remit, the report must be passed to the manager responsible, or notified to custodial staff if it is a maintenance issue.

Should the matter remain unresolved, the Estates Manager can be contacted for advice on further courses of action or may take up the matter for further investigation/action as appropriate.

2.6.2 Imminent Danger

Staff and/or pupils must inform their line managers or teachers of any work situation, which might present serious and imminent danger immediately. They should take reasonable steps to ensure that harm does not result to either themselves or others. All staff should, as a matter of course, report any shortcomings in Health and Safety arrangements through their line management. Where there is any doubt in respect of local safety arrangements, the Facilities Manager can be contacted for advice.

2.7 Temporary Workers

Any temporary workers, for example, those on a fixed term contract, must be provided with comprehensive information on:

- General staff responsibilities as outlined above.
- Any special qualification or skill required to carry out their work safely. It is a line management responsibility to ensure that temporary workers are competent to undertake the tasks for which they are employed.
- Any necessary protective equipment which has been identified above and beyond what would reasonably be required by the task in hand.
- Any significant hazard present in the type of work being undertaken and the identified control measures.
- Any health surveillance required to be carried out to those staff under any relevant statutory provision.
- Appropriate information on procedures for emergencies, including first aid arrangements and how to summon help.
- Future training requirements.



2.8 Pupils and Visitors

The Trust has a responsibility to maintain the health, safety and welfare of pupils and visitors as far as is reasonably practicable. In order to discharge that responsibility, the Trust requires them to:

- Obey warning signs, notices and wear PPE where required.
- Behave at all times in such a way that does not compromise the Health and Safety of themselves and others who might be affected by their acts or omissions.
- Comply, as appropriate, with all safe working procedures and instructions.
- Co-operate with Trust staff to ensure that any duty or requirement for Health and Safety imposed on the Trust is performed or complied with.
- To neither intentionally nor wilfully interfere with or misuse anything provided in the interests of health, safety and welfare.
- Assist in maintaining a safe working environment by reporting any hazards or dangers that exist at the Trust to their teacher/tutor or Academy Principal.

Staff who consider any pupils or visitors are behaving in a way that would constitute a hazard may intervene directly to prevent harm or report the facts to the appropriate Senior Leader.

All pupils and visitors to the sites should be reminded that it is a fundamental condition of entry into the Trust that they agree to comply with the above requirements.

2.9 Other Staff with Particular Safety Roles

2.9.1 First Aiders

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to staff if they are injured or become ill at work. In line with the regulations the Trust has a number of First Aid trained staff available on site at any one time.

Whilst on duty the First Aiders have a responsibility to:

- Take charge and provide the required service of an accredited first aider when someone is injured or falls ill. This includes calling for an ambulance if required.
- Look after the first aid equipment by replenishing their supplies.
- Keeping records of any treatment administered and completing the Academy Incident / Accident Form.

The Trust provides, through its public liability insurance policy, indemnification for any first aider who assists an employee who has an accident or has become ill at work.

3.0 ARRANGEMENTS

3.1 Security Role

The Trust undertakes to provide a working environment that is not only safe and healthy but ensures both personal and general security. Established site supervisor presence within each academy helps meet this aim.



3.2 Circulation of Information

The Estates Manager will make available to the Trust copies of all relevant Health and Safety legislation. Copies of British Standards are available through HSE.

Managers are responsible for ensuring that manufacturers of equipment or suppliers of substances used in their areas supply safety information. They will ensure that this information is circulated to their subordinate staff who will be working with the equipment or substances concerned. Managers will also make arrangements for this information to be kept where it can be referred to by staff.

3.3 Departmental Codes of Practice

Where it is necessary to clarify or make explicit the roles and responsibilities for the management of Health and Safety within and specific to a particular Department, a Code of Practice is to be written and implemented by the area concerned.

Such documents must explicitly assign responsibilities for laboratories and workshops and define responsibilities for multi-disciplinary areas.

Codes of Practice are also to detail any arrangements for safety issues outside the scope of this Policy and related procedures (i.e. divisional requirements).

Codes of Practice are requested to be reviewed at a minimum of every 2 years.

3.4 Educational visits

It is the responsibility of the staff initiating and organising trips to consider the risks involved in the proposed trip and the need for supervision, training, first aid etc. A risk assessment must be undertaken and a "safe system" of work developed. Where the trip changes significantly, this system should be revised and amended as appropriate. Templates for educational risk assessments exist and are held in individual academies within the Trust.

3.5 Work Placements

It is the responsibility of person(s) arranging work placements to ensure that adequate arrangements exist to ensure the health, safety and welfare of pupils on placements. The arrangements should be proportionate to the degree of risk and have regard to the individuals own personal needs or requirements. The Trust has liability insurance in place for work experience placements.

3.6 Health and Safety Training

It is the Academy Principal's (Departmental) responsibility to assess the requirement for numbers of staff with the requisite skills and to ensure that sufficient persons are trained and appropriate refresher training is undertaken in accordance with the above to achieve compliance with this Policy and relevant legislation. Where there are Departmental specific requirements, appropriate training must be provided by the Department.

The Academy Principal, in conjunction with the Estates Manager will assist in identifying training requirements and suitable providers if required.

3.7 Integral Service Providers

The Trust engages the services of a variety of contractors to provide services which are integral to the business of the Trust (e.g. heating maintenance, legionella testing).



To ensure continuity of provision and effective management of Health and Safety, it is required that the Health and Safety Policies and arrangements of contractors are up to date, in place with suitable insurance cover and dovetail with the aims and objectives of the Trust.

It is responsibility of the person(s) engaging the services of such contractors to ensure the above in conjunction with the Academy Site Supervisor.

3.8 Monitoring and Review

This Policy is monitored by the Facilities Manager. It will be reviewed by the Trust Board and updated every year, or following any reason outlined in Appendix 1.

Linked Policies

- Premises Management Policy

Appendix 1

Policy Monitoring and Review

The following situations would trigger a review of the policy prior to the expiration of the 1 year window:

- Significant organisational changes may have taken place
- There have been changes in key personnel
- There have been changes in legislation and/or guidance
- New work methods have been introduced
- There have been alterations to working arrangement and/or processes
- There have been changes following consultation with staff
- The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer totally effective
- Information from manufacturers has been received
- The findings of an external health and safety audit
- Enforcement action has been taken by the HSE or Local Authority
- A sufficient period of time has elapsed since the previous review





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