Castle Phoenix Trust

Health & Safety Policy

Trust Level Policy

Date effective	24 April 2026
Review Cycle	Annually
Review Date	April 2027
Date of Approval by Trustees	23 April 2026
Committee approved by	Trust Board
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Date	**Notes**
20 August 2022	Full Review
30 August 2023	Full Review
30 August 2024	Full Review
30 August 2025	Full Review

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Introduction

The Trust Health and Safety Policy is central to an understanding that Health and Safety must feature prominently in all aspects of the operation of each establishment in order to ensure compliance with the Health and Safety at Work Act 1974.

In addition, Ofsted requirements mean specific policy statements must be held by each establishment.

This policy relates to all establishments within Castle Phoenix Trust, a company registered under England and Wales, registration number 8331385.

The Trust Health and Safety Policy will ensure compliance with Health & Safety Legislation and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are five parts to this Policy:

1	**Statement** Declaration of intent by the Chief Executive/Chair of Board of Trustees on behalf of Castle Phoenix Trust.
2	**Organisation** The management structure and defining roles and responsibilities within the Trust schools.
3	**Arrangements** The procedures and systems necessary for implementing the Policy.
4	**Monitoring** The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	**Appendices** Associated documents, procedures and risk assessments detailing the arrangements required by the individual academies within Castle Phoenix Trust

Policy Aim

To be schools within the Trust where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all Trust staff, agency staff, peripatetic staff, volunteers, children, partners and others who may be affected by our work activities.

Policy Objectives

- Conduct all our activities safely and in compliance with legislative standards
- Provide safe working and learning conditions
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them
- Be a Trust that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management which enables innovation and learning

Policy Statement

Castle Phoenix Trust recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, children and such other persons as may be affected by its activities.

Good health and safety management will be an integral part of the operation of the Board of Trustees, individual academies Headteachers, employees, partners and all other people with whom we do business.

The Trust will:

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices
- Require all employees and encourage and support all children to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training

Castle Phoenix Trust will adopt a planned risk-based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks
- Identification and implementation of preventative and protective control measures against those risks to an acceptable/tolerant level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership teams and other supervising staff members and the review of incident statistics

- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the Board of Trustees, senior leadership teams and other supervising staff members
- Provision of information, instruction, training and protective equipment to all staff (and children where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Castle Phoenix Trust that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the Trust's schools. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that this policy is implemented.

Copies of this policy will be made available to all staff and governors with the master copy being held by the Director of Finance and Operations on behalf of the Chief Executive and Board of Trustees.

Organisation

Roles and Responsibilities

General

The Health and Safety at Work Act 1974 and subordinate legislation states that all employees have Health and Safety Responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for Health and Safety and welfare at work is not transferable and cannot be evaded.

Governors

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including Health and Safety Responsibilities towards staff, children, service users, contractors and visitors.

The Board of Trustees of Castle Phoenix Trust has the responsibility for ensuring that reasonable measures are put in place to ensure the Health and Safety and welfare of employees, children, visitors and other people affected by the establishment activities.

To this end the Board of Trustees will:

- Produce a Health and Safety Policy and devise appropriate procedures for managing Health and Safety related issues
- As part of their decision making, take into account the costs of implementing the Health and Safety Policies, seeking and setting aside reasonable funding for their implementation
- Ensure when awarding contracts, that Health and Safety is included in specifications and contract conditions
- Ensure that establishments within the Trust have access to competent Health and Safety advice

Headteachers & Director of Finance and Operations

The Board of Trustees place responsibility on the Headteachers within each establishment within the Trust to achieve the objectives of the Health and Safety Policy. Headteachers will ensure that all necessary Health and Safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Headteachers and teachers have a common law duty of care for children which stems from their position in law “in loco parentis”.

Headteachers still retain overall responsibility for the management Health and Safety at their establishment even though the Director of Finance and Operations has a delegated responsibility to manage safety on a day-to-day basis (with the support of the Trust Head of Estates) and to action the following:

- Manage establishments budgets on a risk priority basis, so that Health and Safety and welfare are maintained
- Provide an effective risk assessment process to

    a) Eliminate accident potential as far as is reasonably possible

b) Regularly review and update risk assessments as appropriate, including post-accident risk assessment
c) Conform to statutory regulations, and guidance and to best practice
d) Take account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language
e) Pay particular regard to children, service users, visitors and contractors, who will be unaware of dangers and risks

- Ensure that accident, assaults, near miss incidents and ill health conditions are investigated and reported according to legal requirements
- Carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- Provide the information, instruction, training and supervision necessary to secure the Health and Safety of all persons under their control
- Ensure that all employees under their control know and accept their individual responsibilities regarding Health and Safety and related Legislation and are adequately trained to carry out those responsibilities
- Ensure that all managers and supervisors act so as to adequately control risks to Health and Safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant Legislation
- Ensure that Health and Safety responsibilities are identified within job descriptions, as required
- Evaluate, monitor and review Health and Safety arrangements and performance formally once a year
- Consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the Health and Safety of employees at work can be effectively dealt with
- Arrange for Health and Safety representatives, who may be appointed under Statutory Regulations, to carry out their duties
- Ensure that the Board of Trustees are informed of any breach of Health and Safety statutory requirements, which cannot be effectively dealt with
- Ensure a Fire Risk Assessment is in place for the premises, fire evacuation drills are conducted, fire fighting equipment is made available, fire alarms tested as per required frequency and that all employees are aware of the emergency procedures at each establishment
- Ensure that premises are managed in line with Health and Safety requirements, that Statutory Inspections of plant and equipment are undertaken and that site inspections take place each term
- Ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk
- Ensure that appropriate measures of competence are in place when selecting contractors and provide information so that they understand requirements for performance standards
- Ensure that first aid supplies are readily available for use, under the control of a responsible person or trained first aider and that employees are aware of their location
- Ensure that all welfare facilities are provided and maintained to an appropriate standard
- Ensure that this policy is communicated to all employees, governors and others operating at each establishment

Senior Management Teams

The Senior Management Team at each establishment will undertake general responsibility to ensure that all necessary Health and Safety activities, requirements and standards are undertaken and met within their respective areas of control. Specifically, Headteacher, Deputy Headteachers, Assistant Headteachers, Managers and any other member of staff with supervisory responsibilities will:

- Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required
- Ensure that Health and Safety is considered in routine meetings with staff
- Identify any employee Health and Safety training needs and ensure that these are communicated to the Trust Head of Estates
- Ensure that any new staff receive specific Health and Safety induction training and record that this has been completed
- Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to Health and Safety
- Ensure that all injuries, occupational illness, fires, incidents of violence at work and near misses are immediately reported to the Trust Head of Estates
- Ensure that the Director of Finance and Operations is made aware of any breach of Statutory Regulations or unsafe practices which cannot be dealt with effectively by them
- Ensure that all defective equipment or plant is taken out of use until repaired or replaced
- Ensure that protective clothing or equipment is issued and used when necessary
- Ensure that areas of work are maintained to a high standard of housekeeping
- Ensure that all fire escape doors, electrical isolators and alarms in their areas of work are at all times maintained, free of obstructions and that escape doors can be readily opened from the inside in an emergency (it is recognised that that child/security locks may need to be in place for normal operation)
- Respond appropriately to all hazards brought to their attention by employees
- Undertake appropriate Health and Safety training courses

Employees

All employees, agency and peripatetic workers and contractors must comply with the Trust's Health and Safety Policy and associated arrangements and in particular are required to:

- Take reasonable care for their own Health and Safety at work and those who may be affected by their actions or omissions
- Co-operate with their Line Manager and Senior Management to work safely, to comply with Health and Safety instructions and information and undertake appropriate Health and Safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety, Fire Safety and welfare
- Report any Health and Safety concerns, hazardous conditions or defects in the Health and Safety arrangements
- Support the establishments in embedding a positive safety culture that extends to the children of the establishment and any visitors to the sites

Pupils

All pupils are expected to behave in a manner that reflects establishments Behaviour Policy and in particular are expected to:

- Take reasonable care for their own Health and Safety at school and that of their peers, teachers, support staff and any other person that may be at school
- Co-operate with teaching and support staff and follow all Health and Safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety, Fire Safety and Welfare
- Report to a teacher or other member of school staff any Health and Safety concerns that they may have

Integral Facilities Management (Caludon Castle School)

Due to the building being owned by Coventry Education Partnership (CEP), facilities and premises management issues are the responsibility of the Integral UK Ltd/JLL who are based in the Facilities Management Office onsite.

Although Integral/JLL have responsibility to physically carry out the premises and facilities management activities, the school still retains overall responsibility for ensuring that these activities are carried out and must ensure that monitoring, audit and review procedures are in place to confirm this.

Arrangements

The following arrangements will be adopted to ensure that Governors and Headteachers fulfil their responsibilities and provide the foundation for securing the Health and Safety of employees, and all users of the site.

Setting Health and Safety Objectives

The Trust Board and Headteachers with support from the Trust Head of Estates, will specifically review progress of Health and Safety objectives at their meetings each term. This may be included as part of the Headteachers report to governors. Where necessary Health and Safety improvements will be identified and included within the school action plan.

Health and Safety Training

The Trust Head of Estates will consider Health and Safety training on an annual basis and will liaise with the relevant staff that are identified to undertake this training, including first aid training.

Provision of and Effective Joint Consultative Process

The Director of Finance and Operations, Trust Head of Estates and the Site Services Officers of individual sites will meet on a monthly basis.

Information from these meetings will be reported to the Headteachers and Governors, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

Specialist Advice and Support

Specialist advice and support will be obtained as and when necessary.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of Health and Safety knowledge and information. Where necessary, these communications will be recorded, to include:

- Line management meetings and staff meetings
- The Trust Board meetings
- PFI and premises team meetings
- Provision of information relating to safe systems of work and risk assessments
- Communications with relevant specialist advisors
- Where Health and Safety issues cannot be resolved at a local level, they will be escalated through to the Trust Head of Estates

Financial Resources

The Governors will review establishments budgets to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate Health and Safety systems are in place and will take appropriate actions if needed.

Swimming Pools

The day-to-day management of the swimming pool at Kingsbury School will be delegated to the Leisure Centre Manager, the Deputy Leisure Centre Manager and the Trust Head of Estates.

Both the Leisure Centre Manager and Deputy Manager will:

- Ensure that appropriate staffing levels are in place for all activities involving the swimming pool
- Pool water testing takes place three times per day (morning, afternoon and evenings)
- Adjustments are made when required to the automatic chemical dosing units to ensure that the electrodes are calibrated following water test results
- Ensure that all chemicals are kept secure, with minimal chemicals being kept in the filtration room
- Ensure that monthly water samples are taken by an approved specialist for lab analysis
- Ensure that backwashes are carried out twice weekly
- Ensure that all PPE is in place and is checked regularly for defects, replacing any PPE when needed
- Ensuring that all records are kept up to date and filed
- Ensure that all pool activity risk assessments are in place and updated on an annual basis
- Ensure that all COSHH risk assessments are in place and updated on an annual basis
- Ensure that all lifeguard training is kept up to date and staff undertake their monthly refresher training
- Ensure that qualified swimming teachers are available to undertake swimming lessons
- Ensure that a first aider is on duty at all times whilst the Leisure Centre is open
- Ensure that all lifesaving equipment is in place, regularly inspected and replaced if needed

The Leisure Centre Manager, Deputy Manager and Duty Managers will all hold their Pool Plant Operators Qualification. Only staff holding this qualification will be allowed to carry out the daily pool water sample tests and undertake any required backwashes using the filtration equipment located in the filtration room.

The Leisure Centre Manager and Deputy Manager will ensure that the below documentation is regularly updated.

- Normal Operating Procedure (NOP)
- Emergency Action Plan (EAP)
- Pool Safety Operating Procedures (PSOP)

When reviewing the above documents, the HSE HSG 179 and the PWTAG Code of Practice will be referred to for any updates.

The day-to-day management of the swimming pool at Potters Green Primary School will be delegated to the Site Services Officer, School Business Manager, Trust Estates Manager and the Trust Head of Estates.

Both the Site Services Officer and the School Business Manager will:

- Ensure that appropriate staffing levels are in place for all activities involving the swimming pool
- Pool water testing takes place three times per day (morning, afternoon and evenings)
- Adjustments are made when required to the automatic chemical dosing units to ensure that the electrodes are calibrated following water test results

- Ensure that all chemicals are kept secure, with minimal chemicals being kept in the filtration room
- Ensure that monthly water samples are taken by an approved specialist for lab analysis
- Ensure that backwashes are carried out twice weekly
- Ensure that all PPE is in place and is checked regularly for defects, replacing any PPE when needed
- Ensuring that all records are kept up to date and filed
- Ensure that all pool activity risk assessments are in place and updated on an annual basis
- Ensure that all COSHH risk assessments are in place and updated on an annual basis
- Ensure that all lifeguard training is kept up to date
- Ensure that qualified swimming teachers are available to undertake swimming lessons
- Ensure that a first aider is on duty at all times whilst swimming lessons take place
- Ensure that all lifesaving equipment is in place, regularly inspected and replaced if needed

Other Arrangements

Specific site arrangements can be found, or may be referenced, in the following table of documents that are available from the Director of Finance and Operations.

The appendices detail specific school arrangements/procedures, where other school/Trust policies, which include elements of Health and Safety, are in place, they are referred to within the documents.

Arrangements	**Policy Level**	
	Trust	**Local**
Procedures for the reporting and investigating of accidents, near miss incidents, work related ill health and assaults	✓	
Fire Risk Assessment and Emergency Procedures	✓	✓
First Aid Risk Assessment and Procedures	✓	✓
Risk Assessments for all staff and curriculum activities		✓
Manual Handling Risk Assessments		✓
Procedures for Education Visits and associated documentation		✓
Violence at Work and Lone Working Risk Assessments and Procedures	✓	
Stress	✓	
Selecting and Controlling Contractors	✓	
Control of Substances Hazardous to Health (COSHH)	✓	
Display Screen Equipment (DSE)	✓	
Security		✓
Driving and Transport	✓	
Emergency & Disaster Recovery Plans	✓	

Monitoring

This Health and Safety Policy and its effectiveness, in terms of Health and Safety performance, will be reviewed by the Board of Trustees and Chief Executive Officer on a regular basis, or as required.

In order to substantiate that Health and Safety standards are actually being achieved, the Trust will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Trust will use different types of systems to measure Health and Safety performance.

Active Monitoring Systems

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the Health and Safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health

Reactive Monitoring Systems

- Identifying where Health and Safety standards are not being met, by monitoring for failures in the systems – such as accidents, cases of ill health (work related sickness), or damage to property

Reporting and Response Systems

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to Health and Safety, as well as longer term trends and ensuring remedial action is taken
- PFI and local premises teams, Board of Trustees and Headteachers will all receive and consider reports on Health and Safety performance

Investigating Systems

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill health are to be investigated
- Where complaints relating to occupational Health and Safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill- health or loss are to be reported, recorded and appropriately investigated