



Health and Safety Policy

Cathedral Schools Trust

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1. Introduction



Sir David Eastwood
Chair of Trustees



Mr Neil Blundell MA,
Chief Executive Officer (CEO)

This document forms part of our management system covering the health, safety and well-being of all the people within the Cathedral Schools Trust (CST). Anyone who is working, studying at or visiting our schools can be confident we have done our best to prevent harm to them.


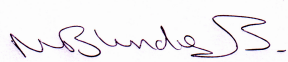
Good practice based on knowledge and experience means that we can do challenging activities safely. Within CST we encourage creativity and innovation and well considered risk-taking.

2. Health and Safety – Statement of Intent

The health and safety of all our staff, pupils, contractors, visitors is of paramount importance to the Cathedral Schools Trust. The Trust aims to ensure, so far as is reasonably practicable, the health, safety and welfare of pupils, our employees whilst at work and any others who may be affected by our undertakings. This policy statement provides a commitment and intent to comply with the Health and Safety at Work Act etc 1974.

To ensure the principles of health and safety are clearly understood throughout the Trust, we are committed to:

- Complying with relevant health and safety legislation and guidance, reflecting excellent education sector working practices;
- Preventing work related injuries, incidents, ill health and disease;
- Effectively consulting on and communicating health and safety matters throughout the schools within CST;
- Assessing the risks to the health, safety and welfare of our employees, pupils and others who may be affected by our activities and implementing controls to minimise those risks;
- Providing adequate and sufficient welfare facilities;
- Providing and maintaining a safe working environment with safe access and egress;
- Providing and maintaining safe plant and equipment and implementing safe systems of work and the safe use, storage, transport and handling of substances and articles;
- Recognising the importance of involving staff in the management processes and undertaking both to involve them in issues that affect their health and safety and providing adequate and sufficient information, instruction and supervision with regard to their responsibilities under current health and safety legislation and guidance. In this way, each and every individual has a vital and specific role in maintaining the Trust's safety standards;
- Providing necessary resources in the form of personnel, equipment, finance and time to ensure the health and safety of our pupils, employees and others and seeking expert competent help where the necessary skills are not available within the Trust.

Signature: 	Signature: 
Name: Sir David Eastwood	Name: Mr Neil Blundell
Position: CST Chair of Trustees	Position: CEO
Date: 28th September 2023	Date: 28th September 2023

3. Organisational arrangements for Health and Safety

Cathedral Schools Trust (**CST/the Trust**) is a charitable company limited by guarantee with exempt charitable status.

CST is responsible for the operation of Bristol Cathedral Choir School, Cathedral Primary School, Victoria Park Primary School, Headley Park Primary School, St Katherine's School, Stoke Park Primary School, Trinity Academy, Hotwells Primary School, St Werburgh's Primary School and any schools that join CST in the future (**Schools**).

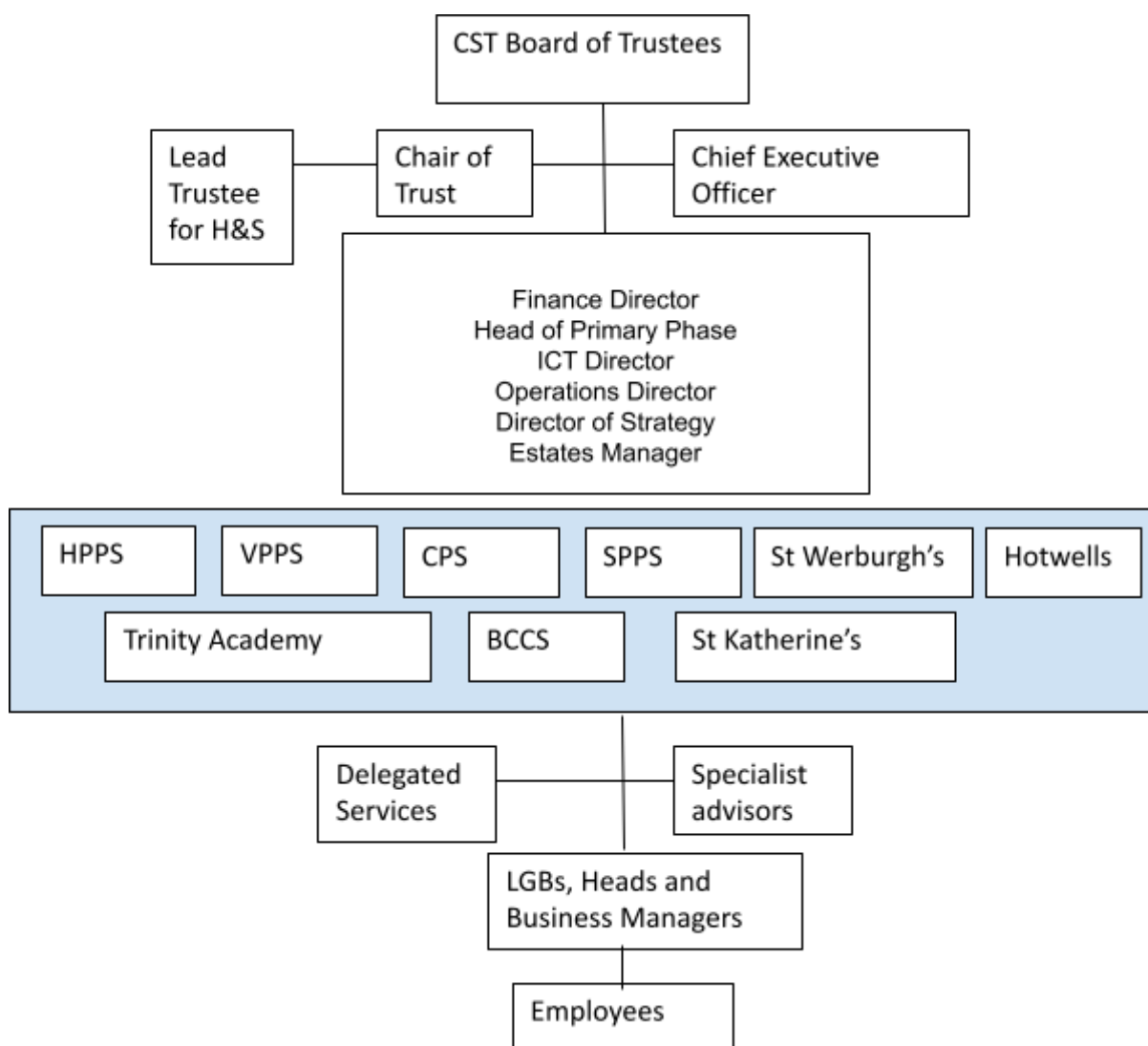
As an employer, CST has overall responsibility for health and safety.

The trustees of CST meet together as the Board of Trustees (the **Board**). Each Trustee is a director of CST and a charity trustee.

The Board has overall responsibility for the governance and supervision of CST, its committees (including the LGBs) and the executive leadership team, and for ensuring CST and the Schools are conducted in compliance with the law.

The Board, acting on behalf of CST, is committed to protecting the health and safety of those affected by CST's operations, including but not restricted to its employees, pupils and visitors.

CST delegates day to day operational responsibility for health and safety management as set out in this document and in the chart below. More detailed local arrangements can be found in each individual school's policy.



4. Scope of this policy

This is a Trust wide policy and is relevant to all central employees and schools within the Trust and their employees, pupils, visitors and contractors. This acts as an overarching policy to complement the health and safety policy and associated policies and risk assessments held by each school which may have specific context to their school.

5. Purpose of this Policy

The purpose of this policy is to:

- demonstrate the Trust's commitment to comply with the general requirements of the Health and Safety at Work etc. Act 1974 and other statutory provisions;
- manage workplace hazards and provide an approved systematic approach; and
- provide guidance to enable staff to effectively manage risk.

More specific policy details include:-

- The Statement of intent – made by the Chair of Trustees and CEO commits to striving for high standards of Health and Safety in the Trust.
- Organisation and responsibilities (people and their duties). This part outlines the management structure and health and safety responsibilities of managers and employees.
- Arrangements (systems and procedures) include the significant findings of risk assessments in working instructions and practices (arrangements for ensuring that people work safely).

6. Definitions

Hazard – A hazard can be defined as anything with the potential to cause harm, loss or suffering and can relate to all kinds of situations including clinical treatments and the financial position as well as the traditional health and safety issues.

Risk – A risk is the likelihood that a hazard will cause a specified harm to someone or something.

Risk Assessment - A risk assessment needs to identify:

- the hazards
- who and how people might be harmed by them (this includes employees, volunteers/helpers, pupils, visitors and contractors); and
- the measures in place to control the risk.

Risk Register – A risk register is part of the process of recording how we will manage the risks within individual departments and the organisation.

Risk Management – Risk Management is the recognition and effective management of all threats and challenges to the Trust's objectives and values.

7. Organisational Responsibilities

The organisational responsibility of the Trust is to achieve health, safety and wellbeing across the Trust.

The Trust and the Board will follow the published guidance from the Health and Safety Executive and related organisations such as the Food Standards Agency, Department for Education, Education and Skills Funding Agency and other regulators or advisors such as CLEAPSS.

Whenever appropriate health, safety and wellbeing will be organised in cooperation with child protection and safeguarding arrangements, security, personal health issues such as mental health and any other relevant matters. Employees with duties will be recruited and trained to have the skill, knowledge and experience to carry out their work effectively.

The organisation of the Trust and its member schools will provide the means to manage and supervise staff, report defects and arrange repairs, inform and brief employees, involve staff and consult with them and provide a means of whistle-blowing should the need arise.

The rights of employees will be formally displayed using the Health and Safety Executive poster which will be put on a notice-board at all premises. (*Health and Safety Information for Employees Regulations*)

8. Organisational Roles (Trust and Schools)

8.1 The following paragraphs outline the roles and responsibilities of key post-holders within the Trust and within each school. The Cathedral Schools Trust expects the post-holders to work within the context of the legislation and in particular the enabling approach used in the Health and Safety at Work etc. Act 1974. It sets a culture in which more general duties, intelligently and wisely carried out, achieve a high standard. Some of the regulations from the Act are more specific in their requirements.

8.2 The Cathedral Schools Trust (CST)

CST as Employer is the legal entity responsible for following health and safety legislation. The funding agreement for the Trust sets out the requirements the Trust must meet. This includes the safety of children.

8.3 All Trustees, CST SLT and employees

The Board and all CST SLT and central team and school employees are expected to conduct themselves in such a way that they meet the statutory duties imposed

through the funding agreement, company and charities legislation and health, safety and wellbeing legislation

They will take care of the health and safety of themselves and others, and co-operate with the Trust in order to comply with the law. They will not consent or connive in any way that prevents the meeting of those statutory duties. Nor will they neglect any matters relevant to meeting statutory duties. They understand that if they do so they may as individuals be prosecuted.

8.4 Lead Trustee for Estates and Health and Safety

A Trustee is appointed to lead on estates, health, safety and wellbeing matters. The Board recognises that this does not remove the overall responsibility from the Trustees and CST SLT collectively nor from each person.

8.5 Chief Executive Officer (CEO)

The Trustees require the post-holder to lead and ensure the following key issues are addressed within the overall statutory framework:

- Meeting compliance with statutory requirements;
- Ensuring the safeguarding of children;
- Providing suitable arrangements for critical incidents, business continuity and support to the community in a crisis. This includes fire, flood, threats and other hazards. It also covers serious incidents on school organised trips and events or at the schools;
- Providing guidance on how schools deal with disruption to activities for example due to bad weather;
- Appointing people to cover health, safety and wellbeing (and relating issues) duties;
- Ensuring arrangements are in place to carry out health, safety and wellbeing duties.

The CEO will typically be the point of contact on behalf of the Trust for serious and significant matters.

8.6 Finance Director

The Finance Director is responsible for advising the board on the resources needed to fulfil the statutory obligation in regard to health, safety and wellbeing plus the support for developing the curriculum where “risk aware not risk averse” approaches are applicable.

The maintenance of the estate under the control of the Trust will be overseen by the Finance Director as part of the Trust’s assets. Compliance reports will be sent to the Finance Director.

8.7 Head of Primary Phase

The post-holder will lead the Board on ensuring the following key issues are managed for the primary schools within the Trust:

- Ensuring the safeguarding of children;
- Providing suitable arrangements for critical incidents, business continuity and support to the community in a crisis. This includes fire, flood, threats and other hazards. It also covers serious incidents on school organised trips and events or at the schools;
- Providing guidance on how schools deal with disruption to activities for example due to bad weather.

8.8 ICT Director

This role will support the use of information technology across the Trust and maximise its use for teaching and learning. It will also be used in the management of the Trust's assets and estate (for example CCTV, access control and security) and supporting the safeguarding duties.

8.9 Operations Director

This post-holder will carry overall day to day responsibility for the Trust Operations and HR. This post will have an important input in to the management of wellbeing (such as dealing with pressure and stress), control of lost-time due to illness and injury from work related issues (such as accidents, occupational health) and employee training and development.

8.10 Strategy Director

The Strategy Director will hold the Trust risk register effectively being owned by the Risk and Audit committee. This post will provide advice to the Board of Trustees on risk management across the Trust.

8.11 CST Estates Manager

The CEO and Finance Director will delegate overall day to day responsibility for the Trust estate to the Estates Manager. The Estates Manager will provide support to the schools and have the authority to manage the following items:

- Meeting compliance with statutory requirements;
- Contributing to the safeguarding of children;
- Providing suitable arrangements for critical incidents, business continuity and support to the community in a crisis. This includes fire, flood, threats and other hazards. It also covers serious incidents on school organised trips and events or at the schools;
- Providing guidance on how schools deal with disruption to activities for example due to bad weather;

- Ensuring arrangements are in place to carry out health, safety and wellbeing duties.

The Trust Estates Manager will be the first point of contact for the Trust in day to day matters. Where needed the Estates Manager will escalate issues to the CEO who will inform the Chair of Trust and Board of Trustees.

8.12 School Headteachers, Business Managers, Site Managers and local governing bodies

The Trust Chair and CEO will delegate to these leaders the running of their own schools. They will put in place local policies, organisation and arrangements for dealing with health, safety and wellbeing.

The local arrangement will be supported by the Trust Estates Manager to ensure consistency of standards of health, safety and wellbeing across the Trust.

The school Headteachers, Business Managers and Site Managers will be authorised to obtain advice and support from the Trust contractors and advisors directly. The Trust Estates Manager will issue guidance to them on any matters relating to health and safety and estates management.

In a critical incident (such as a fire or serious accident including on an off-site visit) the Headteachers and School Business Managers and Site Managers will first seek the help of the emergency services if required. They are then authorised to seek advice and support as necessary in the circumstances usually following the Trust and their own schools preparations and policies in line with CST's Business Continuity Plan.

The Headteachers, Business Managers and Site Managers will hold the risk assessments and risk register for their own school. They must regularly report to their Local Governing Body on all Health and Safety matters, copying in the Estates Manager contemporaneously.

8.13 Schools policies and procedures

This Health and Safety Policy is the overarching policy for the Trust, with each school having its own detailed document, addressing local organisation and arrangements.

Each school will have its own policies and procedures based on prescribed Trust templates where appropriate. These will be written by them with the support of the Trust.

8.14 Employees

Whilst the Trust as employer is the main legal entity responsible for complying with statutory duties the Trustees, CEO and employees all have duties.

Employees are required to follow such health, safety and wellbeing instructions as are issued by the Employer. They must report any defect or problem that could be a hazard. Health and safety equipment should not be mis-used. Staff in all jobs are expected to have the level of knowledge, skills and experience appropriate to the job and to do their work with care and diligence.

The Employer when selecting an employee through recruitment, volunteering or request should check they possess such health, safety and wellbeing competence needed for their job. They may achieve this by offering training and other professional development if necessary. To enable successful health and safety, all members of the organisation should work together and be committed to ensuring a safe learning and working environment for all.

8.15 Specialist advisors

There are a wide range of support organisations providing help and advice and the Trust will recommend appropriate specialist advisors when needed. Each school will be encouraged to use them well. Where appropriate, the Trust will call upon the services of additional advisors to support work on health and safety and maintaining the estate. This will include condition surveys, health and safety audits and project management.

8.16 Training Matrix

Appropriate training will be provided for Trustees (including the Chair), Chief Executive Office, Finance Director and members of CST SLT.

The Trust Estates Manager must have a NEBOSH National General Certificate along with basic Asbestos, Legionella and Fire training.

9. General Arrangements

9.1 Arrangements within the Trust to achieve health, safety and wellbeing

The Trust will follow the industry best practice using published documents available from regulators such as the Health and Safety Executive. Industry includes education and all other relevant areas of work such as building maintenance, electrical equipment and catering.

It will use the advice of recognised organisations at national level such as CLEAPSS (for science design and technology), DATA (for design and technology) and AfPE (for sport and other activities), the outdoor advisors panel (for off-site activities) and national governing bodies.

9.2 Trade union and staff representatives

The Trust will work with trade union representatives where they are in post and with staff representatives where they are present. The Trust supports both roles as part of employee involvement and consultation. (*Safety Representatives and Safety Committees Regulations and Health and Safety (Consultation with Employees) Regulations*).

In most cases the representatives will be based at the schools and will act for that setting alone. Where there are trust wide issues that are raised these will be shared between the schools so that good practice is promoted in all locations and activities.

Each school will decide if they wish to have a staff health, safety and wellbeing consultative committee. The Trust supports the principle of having a committee. Where they are present the Lead Trustee for Estates, Health and Safety may attend a proportion of the meeting to listen to feedback which can be used by the Board of Trustees to monitor and improve health, safety and wellbeing performance.

9.3 Accidents and reporting

There is a requirement to report incidents that occur at work under the *Reporting of Injuries, Disease, Dangerous Occurrences Regulations*.

Where a reportable incident occurs the Trust Estates Manager and/or their advisors must be notified as soon as possible. They will then make further investigations and take action including reporting to the Health and Safety Executive.

9.4 Asbestos

Schools will follow the Trust's guidance and any local procedures to prevent any harm from asbestos to their premises. Information regarding each school's Asbestos Management, is detailed within the individual school's Health and Safety Policy.

9.5 Buildings and Premises

The day to day management of buildings and premises lies with the schools. If a serious problem occurs, then they will contact the Trust Estates Manager who will advise them of the contractors or advisors to assist them. Where there are statutory requirements for inspections such as using Gas, Lifting Equipment or fume cabinets then the school Business/ Site Manager is responsible for ensuring that these are complied with.

9.6 **Contractors**

The Trust will approve the contractors to be used so that the most cost-effective support is available. When the schools have satisfactory contractors these may be added to the list depending on costs and competence.

In a critical incident the person in charge (usually school Headteacher or Business/Site Manager or Trust Estates Manager) may judge it appropriate to use contractors not previously approved due to the urgency or nature of the situation.

9.7 **Defect reports**

Day to day, the schools are expected to maintain their own premises, plant and equipment.

Serious problems should be reported to the Trust. If needed advice and help can be given or the Trust may intervene if necessary.

9.8 **Emergency procedures**

The Trust's Business Continuity Plan sets out actions to be taken in the event of an emergency. Each school will have its own Emergency procedures for matters such as fire, flood and utility failure.

9.9 **Fire precautions**

The Trust as Employer has the lead for fire safety and the schools are supported by the Trust Estates Manager in procuring their fire risk assessment and support fire precautions.

9.10 **Food safety and food hygiene**

All Trust schools will be registered as food businesses.

All schools or their contractors are expected to achieve a maximum score (5 stars) on formal Environmental Health food safety and hygiene inspections. The trust will support any school that has a problem doing this.

Day to day arrangements for allergies and food intolerances will be dealt with at school level.

9.11 **Inspections**

Inspections, audits and surveys may be run by the Trust or the school with guidance and support from the Trust Estates Manager.

9.12 **Risk Management and risk assessment**

Risk assessment to control the hazards and the risk of harm through school activities will be managed by the schools with support from the Trust.

The Trust Estates Manager will ensure that risk assessments are consistent in reducing risk and similar activities in the schools are all managed in an effective way. Local variation may be appropriate when justified against best practice guidance.

Risk assessment is about being risk aware rather than risk averse. Foreseeable risks must be controlled and the relevant best (or good practice) procedures followed. Challenging and interesting lessons and trips for example are most certainly not banned but must be carefully risk assessed and then if acceptable can be carried out.

9.13 **Water hygiene including controlling the risk of Legionellosis**

The Headteachers and Business/ Site Managers will be duty holders for their schools. All schools must have a water system survey and Legionella Management Plan in place and regularly review.

9.14 **Wellbeing (including the management of pressure and stress)**

The Trust will monitor and manage the workforce and provide support and guidance to the schools.

Occupational Health, counselling and other HR and health resources will be organised by the Trust and provided to the schools.

The schools themselves are encouraged to address the issues at the local level as well where this is appropriate.

9.15 **Monitoring and audit health, safety and wellbeing**

The Board of Trustees will ask the CEO to report on all health, safety and wellbeing matters.

The report will provide a strategic review and an action plan based on the information supplied by each school through the course of the year.

The report will include:

- Details of any visits or inspections by, and/or actual or threatened enforcement action by regulatory bodies including those responsible for health and safety, fire safety and food safety.
- Details of any major health and safety incident, related complaints and sanctions taken against employees and / or pupils for health and safety breaches;

- Report on lessons learned in response to the above to ensure that appropriate corrective action is being taken and that learning is shared across the Trust;
- Report on any health and safety trends or patterns identified as a result of ongoing monitoring and review of health and safety matters across the Trust and the Schools;
- Statutory information the schools have provided to regulatory bodies such as accident reports under the *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations*, food hygiene inspections by local Environmental Health departments and fleet vehicle MOTs;
- Confirmation that all emergency plans such as fire risk assessments and fire action procedures are in place and up to date.
- The status of all risk assessments and that they meet industry standards;
- The status of all policies and that they meet regulatory and industry standards;
- Describe any educational attainment problems caused by health, safety and wellbeing issues and also educational successes thanks to informed use of health, safety and wellbeing principles;
- The outcomes of in-house site inspections, off-site trip provider inspections, self –assessed audit and external independent audits and similar monitoring;
- Reports of staff consultations, stress risk assessments, employee wellbeing and related matters;
- Any other matters the board wishes to examine and any matter the CEO wishes to bring to the board's attention;
- A section of the report will be provided so that trade union or staff reps, where in place, can make direct feedback to the board. The Board of Trustees will ask for an external independent audit of each school on a rolling programme at a frequency they shall decide.

9.16 **Review**

This policy will be reviewed and updated each year as necessary.

9.17 **References**

DfE: Multi-Academy Trusts (MAT) : Good practice guidance and expectations for growth:-

“Risk management”

Academy trusts are accountable for educational outcomes, financial management, safeguarding (including health and safety) and estate management in their trusts.

The boards of trustees are responsible for risk management –particularly setting the parameters of the process and reviewing and considering the result. Effective risk management underpins effective planning elsewhere like strategic finance. While they may choose to delegate the day-to-day management of some risk to staff or professional advisers, the trust's involvement should be such that within

the trustees' annual report they can make the required risk management statement with confidence.

The following is an extract from the full document produced by the DfE and available from their website:-

10 ways effective MATS manage risk

MATs are organisations responsible for running multiple academies. As such it is imperative that they give due concern to managing risk at both academy and organisation level. When asked, MATs described the following elements at key:-

1. Risks – and the impact if they materialise – are identified in a central register. They are monitored and mitigated effectively at both academy and trust level, often by an audit committee.
2. The MAT learns the effective risk management processes from the other sectors.
3. It is clear which risks should be managed locally, and which are escalated to, or held by, the central MAT.
4. Each risk is owned by a named person, so that no risk or issue 'falls between a gap'. Those accountable have the ability to act decisively to manage risks when needed.
5. The trust is clear how risk management will need to develop and evolve as the trust grows in size.
6. Effective due diligence takes place before the MAT agrees to a school joining the trust. This means the trust fully understands all the risk, assets, and liabilities they would take on, and either put appropriate plans in place, or decide that it is not appropriate for the school to join the trust at that time.
7. Any due diligence is carried out by a person or persons with sufficient skills and experience. Specialists can be employed or contracted if those skills do not already exist within the trust.
8. A Specific board member is responsible for managing their estates. In smaller trusts this could be the Chief Executive or Chief Operating Officer in small trust, while larger MATs may set aside a dedicated board position, such as a Lead Trustee for Estates and Health and Safety.
9. Legal requirements relating to the estate, including requirements relating to health and safety, and specific potential threats such as legionella, asbestos and fire are well understood. (See DfE guidance for those responsible for the operation and maintenance of academy buildings.)
10. Comprehensive knowledge of buildings and their condition enables the MAT to plan and prioritise maintenance and construction work. For MATs with at least five academies and 3000 pupils, they will receive a school condition allocation whereas smaller trusts will need to bid for funding through the Condition Improvement Fund.

10. Version control

Version	Section/ Para	Description of Amendments	Date	Author
2	Annual Review	Various	29/11/2021	SE
3	Annual review	Various	17/11/2022	NA/AM/SE
4	Annual review	Minor amendment to include risk management	11/09/2023	NA/AM/SE

11. Approvals

Reference No	CST/H&SP/04
Version	4
Ratified By	CST Board of Trustees
Date Ratified	
Date Issued	
Review Date	September 2024
Target Audience	All employees, students, visitors and contractors
Distributed Via	Website