Health & Safety Policy

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Author	Deputy CEO
Owner	Deputy CEO
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South East Essex Academy Trust
Health and Safety Policy Statement, Organisation and Arrangements

This Health and Safety Policy incorporates:

The Statement of Intent (**Part 1)**

- The declared commitment by the SEEAT Board to the health, safety and welfare of employees, pupils and of other users of their premises

The Organisation (**Part 2)**

- The roles and responsibilities of those entrusted with the management of health and safety

The Arrangements (**Part 3)**

- The means by which the management of health and safety is achieved

PART ONE

SEEAT Statement of Intent

The SEEAT Board recognises and accepts that it is responsible for providing a safe and healthy environment for the staff employed across the SEEAT group, for the pupils attending the academies and for other persons on network premises.

The Board will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act.

To this end, the Board has designated that the Headteachers have strategic oversight of their school's health and safety organisation and arrangements on its behalf and that each Headteacher is expected to reinforce the Board's intentions on Health and Safety. It furthermore recognises that it also has a corporate responsibility towards SEEAT, its staff, pupils and others coming onto their premises.

Each Headteacher recognises and accepts that they are responsible for providing a safe and healthy environment for the staff employed in the school, for the students attending it and for other persons on the premises.

Each Headteacher has taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believe that its Health and Safety management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The Headteacher will ensure that within the school budget there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the school premises.

The Headteacher will take reasonable steps to bring to the attention of every member of staff that:

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with their employers in fulfilling their duties under the Act and supporting legislation as well as under the Health and Safety Policy and
- they each read the Health and Safety Policy, including the statements about the organisation and arrangements through which school leaders and staff aim to fulfil the relevant requirements.

SEEAT is the legal employer of all staff across its academies and holds ultimate accountability for ensuring compliance with health and safety legislation. In recognition of this responsibility, a designated member of the Executive Team—currently the Deputy CEO—will have strategic oversight of health and safety across the Trust. This includes ensuring that mandatory training requirements are defined, monitored, and met; that risk management systems are consistently implemented; and that all academies are supported in fulfilling their statutory obligations. The Executive Lead will report regularly to the SEEAT Board on Trust-wide health and safety performance, compliance, and improvement actions.

This Statement of Intent will be clearly displayed in staffrooms and in the main reception areas.

Neal Misell, Chair of the SEEAT Board
October 2026

PART TWO: ORGANISATION

A. Role of the SEEAT Board

- To accept its collective role in providing Health and Safety leadership
- To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Statement of Intent
- To ensure that Health and Safety risk management systems are in place and remain effective
- To ensure that all schools are adequately funded to meet their statutory health and safety obligations
- To review the SEEAT Health and Safety Policy annually

B. Role of the SEEAT Central Team

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network
- To ensure all relevant local decisions reflect the SEEAT Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to Headteachers including legislation updates
- To receive termly summary reports from Headteachers on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), and completed actions to resolve previous issues
- To receive a consolidated annual report from Headteachers on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present a consolidated report to the SEEAT Board on health and safety statistics, risk management issues, any other significant health and safety issues, together with an action plan for their resolution
- To present an annual review of the Health and Safety Policy to the SEEAT Board
- To receive reports from Headteachers of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

C. Role of the Local Governing Body

- To ensure all relevant LGB decisions reflect the Health and Safety intentions as articulated in the Policy statement
- To adopt the Health and Safety Policy annually

D. Role of the Headteacher in all Academies

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their school
- To ensure all relevant decisions reflect the SEEAT Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable information, instruction and training is available to staff within their school
- To consult with employees on health and safety matters in accordance with the Safety Representatives and Safety Committees Regulations 1977 (where a recognised trade union has appointed safety representatives) and the Health and Safety (Consultation with Employees) Regulations 1996, as applicable
- To receive reports from the SEEAT Central Team/Staff/Safety Representatives of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

- To present termly summary reports to SEEAT Central Team on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To present a consolidated annual report to SEEAT Central Team on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To receive copies of any Health and Safety Audit

E. Role of the Site Manager and Head of Estates

The aim of site managers and the Head of Estates will be promotion of co-operation between management and all employees at the school in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim they will consider certain specific matters on at least a termly basis:

- Accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence;
- Arrangement of the next inspection of the premises, and matters arising from the previous inspection;
- Implementation within the school of safety instructions/ advice issued by the external Health and Safety Adviser and progress on remedying any specific hazards which may have been identified;
- Review, on an annual basis, of the content of the Health and Safety Policy and the monitoring of its implementation.

F. Role of Staff Representatives (where elected)

- To support site managers and Headteachers to investigate workplace hazards, dangerous occurrences, and the causes of any accidents.
- To pass on health, safety, or welfare complaints raised by employees they represent.
- To raise concerns or make representations to the employer about specific issues or general matters affecting employees' health, safety, or welfare.
- To represent employees in discussions with Health and Safety Executive (HSE) inspectors or other enforcing authorities.
- To receive relevant information from inspectors in line with the Act.
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("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

Recognised Trade Unions should notify the Headteacher of the details of all safety representative appointments and a record of this will be maintained by SEEAT.

SEEAT will grant reasonable paid time off to enable safety representatives to carry out their functions and undertake appropriate health and safety training, in accordance with the Safety Representatives and Safety Committees Regulations 1977. Where the Health and Safety (Consultation with Employees) Regulations 1996 apply, SEEAT will provide employee representatives with the time off and training required by those Regulations, subject to applicable Trust arrangements.

G. Role of the External Health and Safety Adviser

The SEEAT Board will appoint an external adviser who will act as a qualified Competent Person to the schools within the SEEAT group.

The Adviser will:

- Carry out a full inspection of each school periodically, and submit a full written report, prioritising the issues identified, review written procedures (audit) to SEEAT and the Headteacher of each school.

The Adviser will also, if requested:

- Provide in-service training
- Carry out risk assessments
- Review and advise on safe systems of work
- Help draft and advise on policy review
- Arbitrate on health and safety matters

H. Audit and Inspection Schedule

- Every school will be subject to a formal Health and Safety Inspection by the external H&S Adviser on an annual basis.
- Every school will be subject to a formal Health and Safety Audit by the external H&S Adviser every 2 years

I. Dissemination of Health and Safety Information

All relevant information and reports will be made available to staff via the SEEAT website, posted on notice boards or individually as appropriate.

PART THREE : ARRANGEMENTS

The arrangements for each school within SEEAT will vary depending on their individual circumstances and will be set out in separate documents for each school.

All staff will complete training on general health and safety principles, at least every three years.

Risk Assessments

Under the Management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for the significant findings to be recorded.

Assessments completed as part of usual ways of working identify the necessary preventative and protective measures.

Accident Reporting

SEEAT requires accidents involving pupils, staff and visitors to be recorded and reported internally in accordance with each school's accident reporting procedure. Separate statutory duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require specified work-related incidents to be notified to the relevant enforcing authority.

Only incidents meeting the statutory RIDDOR criteria are externally reportable. In schools, most incidents are not reportable under RIDDOR; reportability depends on the nature of the incident and whether it arose out of or in connection with work. The Deputy CEO should be made aware at the earliest opportunity of any incident that is, or may be, reportable so that the responsible person can ensure any required notification is made.

It is SEEAT policy that all personal injury accidents are reported internally, whether or not they are reportable under RIDDOR.

The accident reporting procedure will be defined by each school.

Fire Procedures

If you discover a fire:

1. Raise the alarm.
2. Dial 999 and provide details of the location, any injuries, and any dangerous substances.
3. Leave by the nearest emergency exit and report to the assembly point.

If you hear the alarm:

- Leave immediately by the nearest exit and go to the assembly point.
- Do not re-enter the building until told it is safe by a fire marshal or the fire and rescue service.

Firefighting:

- Do not attempt to fight a fire unless you have received appropriate instruction or training, it is safe to do so, and you have a clear escape route.
- Evacuation and raising the alarm take priority over firefighting.

Contractors must familiarise themselves with the fire and emergency arrangements relevant to their work, including alarm arrangements, escape routes and assembly points, before starting work. Each school's specific fire procedures and assembly points are detailed in separate documents that will be clearly displayed to staff, pupils and visitors.

All staff will complete training on fire safety, at least every three years.

School Security
The school security procedures are detailed in a separate document for each school.

Procedure for Administering Medicine
The administration of medication procedures are detailed in a separate document for each school.

First Aid
SEEAT will ensure that an appropriate first-aid needs assessment is undertaken and kept under review, taking account of the nature of the work, workforce and sites, including relevant employee mental-health considerations. Adequate first-aid equipment, facilities and suitably trained first-aiders or appointed persons will be provided, and employees will be informed of the arrangements. Injuries and illnesses requiring first-aid attention should be reported promptly so that an appropriate assessment can be made.

First Aid boxes are available but under no circumstances should items be removed without the consent of the First Aider. The First Aiders have a responsibility to maintain an inventory checklist and sufficient stocks for each first aid box.

In the event that an injury was sustained outside of working hours, the use of all first aid facilities must be reported

Refer to each school's First Aid Policy for details.

General Access
Staff must help maintain a safe site by:
- Keeping roads, paths, and access routes clear.
- Following site speed and direction signs.
- Reporting access or lighting issues immediately.
- Leaving work areas tidy and free of obstructions.

Workplace
SEEAT complies with the Workplace (Health, Safety and Welfare) Regulations 1992, ensuring safe access, ventilation, lighting, drinking water, and welfare facilities.

Lone Workers
No one should carry out hazardous tasks alone or outside normal hours without a Lone Worker assessment approved by their manager.

Maintenance and Housekeeping
Buildings and equipment are maintained through regular inspections and schedules to ensure a safe environment.
Everyone is responsible for keeping workplaces clean and tidy to prevent slips, trips, and falls. Routine checks will identify and address problem areas.

Provision and Use of Work Equipment
Each school will provide all equipment necessary to allow employees to carry out their tasks. The equipment will be suitable for purpose and maintained in a safe and orderly state of repair. Appropriate training in the use of the equipment shall be provided before staff are allowed to use it.

Electrical Safety
Electrical equipment will be maintained so far as is reasonably practicable to prevent danger. Inspection and, where appropriate, testing of portable electrical equipment will be carried out at intervals determined by risk, taking account of the type of equipment, how it is used and the environment in which it is used. The Site Manager within each school will retain appropriate records of inspection and testing.

All staff must comply with the following guidelines:

- Electrical systems and equipment must be suitable for their intended use and environment and must be maintained so as to prevent danger.
- Qualified electricians must be used to install and maintain electrical supplies on site. Do not tamper with or adapt any electrical equipment or cable.
- Check all equipment before use for: - defective plugs, sockets, cables or switches.
- Tool adjustments or changes must not be carried out unless isolated (pull out the plug).
- Report all electrical defects to the Site Manager and/or SEEAT Head of Estates.
- Observe and report defects in access and safety lighting.
- Cables must be long enough for use without strain on connections.
- Use correct plugs and sockets for extensions – do not make taped connections.
- Task lighting at your place of work is your responsibility; ensure it is adequate.
- Isolate the supply before any work is carried out on the electrical system.
- Overloading of plugs and sockets can lead to fires – one plug per socket.

Maintenance of Equipment
All work equipment will be inspected and maintained to ensure its suitability for use. The period of inspection will be identified from risk assessments but shall be construed as annually unless otherwise stated.

Maintenance will be carried out by a competent person, as deemed by the SEEAT, and is likely to be the supplier of the equipment.

Procurement of Equipment
Before purchase, in line with SEEAT's financial regulations, new equipment must be assessed for suitability and safety.
Once acquired, a risk assessment will identify control measures and necessary training before use.

Hand Tools
Staff must:

- Use tools correctly and for their intended purpose.
- Keep tools in good repair and sharp.
- Replace damaged tools immediately.
- Store tools safely and never carry sharp tools in pockets.

Control of Substances Hazardous to Health (COSHH)
All materials representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. The materials and the corresponding process in which they are used shall have a written risk assessment carried out detailing the control measures to be used, and any residual risks. All operators must sign the relevant assessment indicating their acknowledgement of the controls and residual risks.

Infection Control
In the event of a pandemic or outbreak, the Trust will follow guidance from the Government, Department for Education, and local public health officials.

Manual Handling
Tasks involving lifting, pushing, or pulling must be risk assessed.
Formal assessments are required for heavier loads, repetitive tasks, or significant distances.
All staff will complete training on correct manual handling, at least every three years.

Personal Protective Equipment (PPE)

PPE will be provided free of charge when required and:

- Must be suitable for the task and properly maintained.
- Must only be used by trained staff.
- Will be replaced if damaged or unsuitable.

Display Screen Equipment (DSE)

Identified DSE users will have a full workstation assessment, including for home working where applicable. Records will be held on the employee's HR file.

Users are entitled to regular eye tests, reimbursed in line with SEEAT procedures