


HEATH AND SAFETY POLICY



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Signed Chair of Trustees	 Ruth Slater

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1. Health and Safety policy – Statement of Intent

Orwell Multi Academy Trust (OMAT) is committed to providing a safe and healthy working environment for all our employees, trust members, contractors, Pupils and visitors. As an organisation we recognise the importance of effective health and safety management in the workplace and aim to have an equal importance to the quality, cost, production, and morale within the workplace. We commit to compliance with the **Health and Safety at Work Act 1974**, and provide clear instructions, information, and adequate training, to ensure employees are competent in their work and thus prevent accidents, injuries, and work-related stress. **OMAT** will take all steps, reasonably practicable, to meet these health and safety responsibilities, particularly attending to:

- The provision and maintenance of equipment and systems of work, ensuring they are safe and without risk to health.
- The arrangements for ensuring the safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.
- The provision of necessary information, instruction, training, and supervision to ensure the health and safety of employees in the workplace.
- The maintenance of any workplace under the employer's control, to a condition that is safe and without risk to health, and the provision and maintenance of any means of access to and egress of the workplace are safe and without risk.
- The provision and maintenance of a working environment for the employees that is practicable, safe, without risks to health, and adequate regarding facilities and arrangements for their welfare at work.
- Preparing for emergencies with procedures that are tested and practiced
- Compliance with laws and regulations, Codes of practice and meeting the needs of relevant stakeholders.
- Regularly monitor performance relating to safety and seek ways to improve

This policy may be amended at any time by OMAT at its absolute discretion. OMAT will review this Policy at regular intervals (minimum annually) to ensure it is achieving its aims effectively.

This policy can only be successful with the active co-operation of all employees and stakeholders. OMAT believe the legal, moral, and fiscal responsibilities rank equally and therefore no one element is any more important than the others.

Signed:

CEO: Alastair Heath-Robinson

Date:

Review Date:

Signed:

Chair of the Trust: Mayleen Atima

Date:

2. Health and Safety Policy – Role and Responsibilities

Roles and Responsibilities for health and safety

Ensuring a healthy and safe workplace environment requires a collective task shared between the employer and their employees. Specific responsibilities have been assigned to the appropriate group of personnel within the organisation to achieve this and are set out in the sections below.

The Trust and Chief Executive Officer(CEO):

The Trust and CEO are committed to complying with all relevant health and safety legislation and the continuous improvement of the performance of health and safety in the workplace. They are particularly responsible for:

- The overall effectiveness of the organisations health and safety policy.
- The establishment and achievement of the organisation's health and safety programme.
- Overseeing of the implementation of safety protocols and procedures and ensuring it's compliance.
- Addressing any safety concerns brought forward and accepting the consequences if safety measures are not adequately forced.
- Promoting and establishing clear lines of communications and identify the person to contact if there is imminent risk.
- Ensuring all employees receive adequate safety training necessary to their job role/task.
- Ensuring all work necessary for Health and Safety is carried out as promptly as possible.
- Ensure all contractors brought onto site are aware of the Health and Safety Policy and comply to the instructions stated for contractors in the policy.

Head Teachers, Site Managers, Office Managers

The Head Teachers, Site Managers, Office Managers are committed to complying with all relevant health and safety legislation and promoting the continuous improvement of the performance of health and safety in the workplace. They are particularly responsible for:

- Familiarising themselves and their employees with the Organisation's health and safety policy.
- Ensuring any safety hazards and risks relating to their departments are identified and brought to management's attention.
- Ensuring all risks in the workplace are promptly assessed and adequate control measures are put in place where issued are identified.
- Ensuring each employee is informed of and understands all emergency and fire procedures, including evacuation and assembly points, location of first aid and who are the organisation's first aiders and fire wardens.
- Responsible for the monitoring and inspection of housekeeping in their department and ensuring adequate standards are achieved and maintained.
- Taking lead in the investigation of accidents and causes of ill health, with the available assistance of a health and safety business partner, to discover the causes and eliminate recurrences and ensure employees complete the incident report and investigation forms before forwarding them to the directors.

- Ensuring all personal protective equipment (PPE) is worn when required and machine safety devices are fitted where necessary, and guarding is correctly adjusted.
- Advising employees or obtaining information about safe use and hazards of any substances or process used by the Organisation or its employees.

Responsibilities of All Employees

The Employer believes it is the responsibility of all employees to perform their assigned duties safely by taking all reasonably practicable steps, to establish safe working procedures, using proper safety equipment, and reporting or correcting unsafe acts or conditions.

All employees must:

- a. Make themselves familiar with and always conform to the Health and Safety Policy and procedures.
- b. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their own acts or omissions at work.
- c. Co-operate with the Employer to enable compliance with health and safety duties and requirements. This includes assisting with any necessary investigations of accidents with the aim of introducing new measures to prevent recurrence.
- d. Comply to any reasonable health and safety instructions and rules given by all managers and other members of staff with a responsibility to health and safety.
- e. Keep on-top of workplace housekeeping by tidying up after themselves and ensuring all areas are hazard-free.
- f. Report all accidents, incidents, and cases of near miss, whether the persons receive injury or not via the accident book. Additionally, any other form of health and safety concerns must be reported to the managers or the manager directors.
- g. Must immediately report to management any defects or damage to vehicles, equipment, or personal protective equipment used.
- h. Are encouraged to take an active part in the improvement of Health and Safety in the organisation, by making suggestions to the managers, attending health and safety meetings, and involving themselves in risk assessment processes.

Contractors:

The Employer will ensure all contractors and outsourced service providers report to site management before starting work within the premises and comply with relevant health and safety standards given by management or health and safety consultants. Contractors have the following responsibilities:

- Report to the site management before starting work within the organisation's premises.
- Observe and comply with the organisations rules and instructions on safety given by persons enforcing the organisations Health, Safety and Environment Policy.
- Ensure the health and safety of their own employees and others who may be affected by their work activities.
- Report all accidents, incidents, and cases of near miss, whether persons receive injury or not, to the employers' management team without delay.

Visitors:

Persons visiting our premises will be supervised at all times and instructed on any site safety requirements. Visitors have the following responsibilities:

- Report to the workplace reception straight away to have their presence in the workplace recorded in the case of an emergency.
- Observe and comply with the organisations rules and instructions on safety given by persons enforcing the organisations Health, Safety, and Environment Policy.
- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their own acts on the premises.
- Report all accidents, incidents, and cases of near miss on the premises, whether persons receive injury or not to the employer's management team without delay.

Competent Advice from Worknest:

Worknest as per contracted duties are committed to assisting the OMAT's management team in complying with all relevant health and safety legislation. They will particularly assist in:

- Advising the management team on health and safety matters to assist in achieving compliance with statutory requirements and appropriate internal policies.
- Identify training requirements at all levels to ensure the requirements of health and safety policy are met.
- Assisting in the identification and delivery of relevant health and safety training of employees, managers, and directors.
- Aiding in the investigation of accidents, incidents, and cases of near miss, whether persons receive injury or not or damage to property, plant and equipment occurs and recommended appropriate corrective actions.
- Being available to accompany managers when health and safety enforcement agencies visit and assist in implementing the requirements arising from such visits.
- Aid the company following visits of health and safety and fire enforcement officers and implementing any actions arising from such visits.
- Provide information on new and forthcoming changes in health and safety and fire

Pupils

All pupils will be instructed to:

- co-operate with Teachers and Trust staff on health and safety matters
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- take reasonable care of their own health and safety; and report all health and safety concerns to a Teacher.

Caretakers

Caretakers will ensure that :

- They supervise their staff to ensure that they work safely
- They communicate and consult with staff on health and safety issues
- They encourage staff to report hazards and raise health and safety concerns
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary,
- Further effective controls implemented and communicated to staff

- Any safety issues that cannot be dealt with are referred to a senior manager for action
- Safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- Safe systems of work are developed and implemented
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- Personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures

3. Arrangements for Health and Safety

1. Risk assessment and Control Measures

All employees are expected to take reasonable care for their health and safety and that of others who may be affected by their actions. We will provide adequate training for the responsible person(s) to be competent in risk assessments so that they can complete relevant risk assessments and ensure we act on any risks identified. We will further review the risk assessments when workplace conditions or habits change.

This shall be the overall responsibility of the local **Management Team (Head Teacher, Site and Office Managers)** to arrange the training, and the **Staff (Caretakers, Teachers, Support Staff)** to conduct the risk assessments.

2. Manual Handling

The Employer will provide guidance and training on manual handling (for example, lifting and carrying delivered boxes) for all employees when necessary. Any advice on manual handling can be obtained from the Park City Health and Safety business partners. Additionally, the employer will attempt, where reasonably practicable, to minimise or avoid the need for manual handling where there is risk of injury.

Where manual handling is needed, a risk assessment will be undertaken by the **Staff (Caretakers, Teachers, Support Staff)** who will be trained to be competent in undertaking a manual handling assessment. The assessment will consider the task to be performed, the load in question, the environment in which it will be transported and the provision of adequate handling aids, such as trolleys or mechanical aids.

3. Hazardous Substances

As required by the Control of Substances Hazardous to Health (COSHH) Regulations, management will undertake an assessment of all hazardous substances handled, used, and stored by the organisation because of work activities. We will conduct COSHH assessments of all new substances prior to their use. We will also commit to reducing the use of or finding better alternative non-hazardous substances in the workplace where reasonably practicable. Hazardous substances include items that fall directly under COSHH as well as those that have separate regulations such as Asbestos, Lead and Legionella, which will be managed according to their individual regulations.

This shall be the responsible of: **Staff (Caretakers, Teachers, Support Staff)**

4. Work Equipment

The Employer will ensure all work equipment supplied for use at work will comply with the Provision and Use of Work Equipment Regulations. This requires the equipment to be suitable for the intended task, well maintained and employees are given appropriate information, training and instruction in its proper use and associated dangers (PUWER).

All employees who identify problems or faults with any plant or equipment should stop using the equipment and report the issue immediately to their line manager.

Local managers are responsible the implementation of systematic inspections and testing of organisation owned or hired equipment and machinery and ensuring any necessary action is carried out promptly and efficiently where problems or defects are uncovered by themselves or other employees.

All new plant and equipment considered by the organisation will be checked to ensure it meets and, where possible, exceeds current health and safety standards before it is purchased. Managers are responsible for ensuring this process is conducted.

5. Training, information and PPE

All employees shall be given necessary health and safety inductions and provided with the appropriate training and personal protective equipment (PPE) where necessary. We will ensure suitable training and relevant arrangements are in place to cover employees engaged in work that is remote from our main site.

This shall be the responsibility of: **Caretakers, Teachers, Site and Office Managers**

6. Emergency Procedures and Fire Safety

The Employer will establish and maintain emergency procedures, including an evacuation plan and first aid equipment and training, and ensure all escape routes are always kept unobstructed and clear. Additionally, evacuation plans, and fire risk assessments will be tested and updated when necessary.

The Employer will ensure all employees receive adequate training to ensure they are aware of all procedures which must be followed in the event of a fire. Fire drills will take place annually.

All employees and other persons to whom this policy applies should ensure they familiarise themselves with the safety procedures (including the location of all fire exits and fire equipment).

7. First-Aid, Accident, and Incident Investigation

All incidents, accidents, near misses, incidents of work-related ill health and sickness absence from our work activities will be reported by all staff and investigated by the organisations managers. The Employer will ensure full records are kept of any accidents and that these are reported to the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate.

First aid kit boxes can be located: [Insert Location]

Our accident book is located: [Insert location]

The person(s) responsible for all first-aid arrangements will be the appointed first aiders. These appoint person(s) will be informed to all employees during their induction. All accidents or workplace injuries should be reported to the person(s) as soon as is reasonably possible.

Provisions are in place within the trust for supporting the requirements of Benedict's law also known as Children's Wellbeing and Schools Act 2026. OMAT subscribes to Kitt medical whom assists with Anaphylaxis kits (containing spare adrenaline pens) and training provision for staff. Allergies are managed locally by the third party catering provision and individual needs are managed by IHCP (Individual Health Care Plans).

8. Welfare facilities and Hygiene Practices at Work

All necessary facilities, such as toilets with hand washing stations, kitchen with a sink offering hot and cold water, provision of portable water and a means to heat food, and a staff break room, will be provided, and maintained by us. The Employer will ensure these facilities are always safe to use through a system of routine inspection, frequent cleaning and maintenance and will take appropriate action where any defects are found. Additionally, employees will be given adequate training and information on the appropriate method on how to wash your hands properly and the best practices of good hygiene at work.

This will be the responsibility of the **Caretaker, Site and Office Managers**

9. Display Screen Equipment (DSE)

Employees enter a job role that requires using display screen equipment, usually a laptop or desktop, as a significant part of their role will:

- Receive training and information to reduce the risks posed by regular use of screens.
- Undertake a DSE assessment to reduce any risks which may be present.
- Are encouraged to take regular breaks.

- Shall be entitled to eyesight tests at our expense.

All issues relating to the use of screens is the responsibility of: **Office Managers**

10. Work at Height

OMAT is committed to avoiding work at height where it is reasonably possible. Where work at height cannot be avoided OMAT will prevent falls from height by ensuring all work at height is properly planned, risk-assessed, supervised, and carried out safely using suitable equipment (e.g. Scaffold, MEWPs). Staff and contractors must be trained, competent, and medically fit for such tasks. Ladders and access equipment must meet EN131 Professional Standards and be regularly inspected. Safe systems of work must be in place, and managers are responsible for ensuring compliance, controlling risks and responding to safety concerns. All personnel must report defects, follow instructions, use provided safety equipment, and raise concerns where procedures appear inadequate.

11. Mental Health at Work

The Employer the mental well-being of our employees seriously, whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, a colleague or member of the HR team regarding any concerns or issues you may have.

12. Consultation and Communication of the Policy

Due to the size of our organisation, consultation, and communication of health and safety issues may generally be communicated on an informal basis between the management team and the employees. A health and safety meeting/committee will occur monthly, run by the organisations' General Manager which aims to review and monitor ongoing health and safety operations within the organisation.

This health and safety policy will be reviewed annually or as necessary and revised in response to changes in legislation, company operations, or identified hazards.

13. Contractor Duties Under CDM 2015

OMAT recognises its legal duties as a Contractor under Part 4 of the Construction (Design and Management) Regulations 2015. We ensure that all construction work is properly planned, managed, and monitored to protect the health and safety of workers and others. We cooperate fully with the Principal Contractor and follow the Pre-Construction Information, Construction Phase Plan, and any relevant design risk information. All workers under our control are required to be competent, appropriately trained, and adequately supervised for the tasks they undertake. We actively promote clear communication and coordination to ensure compliance and safe working practice on site.

14. Management of Asbestos

OMAT is committed to complying with the Control of Asbestos Regulations (CAR) 2012 by identifying, assessing, and managing asbestos-containing materials (ACMs) within its premises. A suitably qualified specialist will carry out asbestos surveys, and where ACMs are found, an Asbestos Management Plan will be implemented and regularly reviewed prior to work. Where asbestos poses a risk due to damage or the likelihood of disturbance, where reasonably practicable, it will be removed, sealed, or encapsulated. Staff and contractors must not disturb suspected materials and must report damage or exposure immediately. Managers must ensure contractors are informed of ACM locations, and staff with potential exposure receive asbestos awareness training.

15. Environmental Impacts and Waste Reduction

The Employer recognises it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and waste and

continually improving our environmental performance as an integral a part of our business strategy and operating methods.

It is the responsibility of all employees to ensure this process is implemented, by monitoring their own use of elements on the premises, such as paper, energy and water, housekeeping, and recycling their waste in the appropriate bins.

16. The HSE Health and Safety Law Poster

It is a legal requirement for our organisation to either display the health and safety law poster or as an alternative, issue each employee with a copy of the equivalent leaflet produced by the Health and Safety Executive. Managers are responsible for with ensuring employees are aware of the location of the poster as part of their induction. You can find this poster on the wall in reception.