



# Health and Safety Policy

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September 2025

Reviewed by Executive Team	August 2025
Endorsed by [committee]:	N/A
Approved by HLA Board:	1 September 2025
Next review	Summer term 2026

## **1. Statement of Intent**

The Board of Trustees (Board) of Horsham Learning Alliance (Trust) recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, contractors, visitors and volunteers (which includes Governors and Trustees hereinafter) so far as is reasonably practicable.

The Board will honour its legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice. The CEO, Executive Team and Principals/Headteachers recognise their legal responsibilities under the Health and Safety at Work etc. Act 1974 and will ensure, as far as is reasonably practicable, the health, safety and welfare of any person who may be affected by our activities. The Trust is committed to:

- (i) The provision and maintenance of safe and healthy environments for employees, students, contractors, volunteers and all other visitors accessing any organisation within the Trust.
- (ii) The provision and maintenance of adequate welfare facilities.
- (iii) The provision and maintenance of safe plant, equipment, tools and methods of work.
- (iv) Safe working practices when using, handling, transporting or storing equipment, machinery or hazardous substances or goods.
- (v) Compliance with the regulations concerned with risk assessment.
- (vi) The provision of sufficient information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety.
- (vii) Arrangements for appropriate first aid treatment for all those injured on school or college premises and for the reporting and investigation of accidents and incidents.
- (viii) The establishment of consultation, to discuss and develop the effectiveness of this policy with employees and, where practical, representatives of persons, i.e. Union representatives and others using plant, equipment and facilities under the control of the Governing Body.
- (ix) Seeking external specialist advice, when appropriate.
- (x) Reviewing and modifying this policy.

## **2. Scope**

This policy applies to all employees of Horsham Learning Alliance and is relevant to all site users including employees, students, parents/carers, contractors, volunteers and any other visitors attending any site within the Trust.

### **3. Responsibilities**

#### **3.1 The Board**

The Board has overall responsibility for the health and safety function within the Trust, determining the policy and its implementation in accordance with its Health and Safety Policy. The Local Governing Body (LGB) is responsible for reviewing compliance with and the effectiveness of this policy and will report to the Board on any significant issues.

#### **3.2 The CEO**

Without limiting the responsibility of the Board, the CEO will generally oversee the management of safety and implementation of this policy within the Trust.

The CEO will:

- a) Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the Trust.
- b) Ensure adequate insurance cover is in place.
- c) Ensure that all documents pertaining to this policy are available for all staff, Trustees and Governors to examine.
- d) Ensure that all Trust staff are adequately trained and fully aware of the hazards involved in their work.
- e) Ensure that all statutory registers and records are accurately kept.
- f) Ensure by frequent inspection that all machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn. If during an inspection variations from this policy are observed, immediate and effective steps must be taken to rectify the situation.
- g) Where cost implications arise from health and safety incidents, liaise with the Board to clarify responsibility. Any disagreement should not prevent emergency action, e.g. erecting a barrier to fence off a hazard.
- h) Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with the letter and spirit of this statement.

The CEO delegates day-to-day responsibility for health and safety within each college/school in the Trust to the respective Executive Principal/Headteacher and will receive and review regular health and safety monitoring reports.

#### **3.3 The Executive Principal/Headteacher**

The Executive Principal/Headteacher has delegated day-to-day responsibility for health and safety within their own organisation.

The Executive Principal/Headteacher will:

- a) Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of their college/school.
- b) Ensure that all college/school staff are adequately trained and fully aware of the hazards involved in their work.
- c) Ensure that all staff and persons involved with the college/school are aware of first aid facilities, evacuation of premises and other emergency procedures.
- d) Report and investigate all accidents, take such measures as appropriate to prevent recurrence and ensure all persons under their control are aware of the reporting procedure.
- e) Ensure that health and safety matters are considered when new methods, equipment or change are being considered or planned.
- f) In the event of any hazard or risk to health and safety of any person under their control, take appropriate action to remove the hazard. Where action taken is of a temporary nature consult as appropriate to enable positive steps to be taken.
- g) Keep sufficient registers and records and ensure these are accurate.
- h) Ensure that all on-site machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn.
- i) Report cost implications arising from health and safety incidents to the CEO as soon as these are known.
- j) Report any person found not complying with the letter and spirit of this statement to the Trust.

### **3.4 The Deputy Principal/Deputy Headteacher**

The Deputy Principal/Deputy Headteacher is responsible for assisting the Executive Principal/Headteacher to discharge their duties and obligations as laid out under paragraph 2.3, to:

- i) Chair the Health and Safety Committee of the college/school.
- ii) Clerking the Health and Safety meetings of the college/school.
- iii) Report to the SLT of the college/school.

### **3.5 The Health and Safety Officer**

The Health and Safety Officer at each site will co-ordinate and supervise the preparation of information, guidance and operating procedures arising out of safety legislation as it affects the college/school and the distribution of all information relating to health and safety to staff and students within the organisation.

The Health and Safety Officer is responsible for:

- a) Developing the college/school health and safety management system in line with best practice.
- b) Overseeing staff wellbeing events.
- c) Advising the SLT and the Health and Safety Committee on all aspects of health and safety welfare.
- d) Co-ordinating and assisting the process of carrying out of risk assessments by management.
- e) Co-ordinating the implementation of requirements set out by the Health and Safety Executive (HSE).
- f) Updating information and promulgating to staff as appropriate.
- g) Originating and carrying out on-site audits/inspections as appropriate.
- h) Advising on current accident/incident reporting procedures.
- i) Preparing accident statistics.
- j) Advising on health and safety matters for contractors, approving their risk assessments and monitoring their progress on site.
- k) Advising on health and safety training as appropriate for staff and students.
- l) Liaising with the Executive Principal/Headteacher, or Deputy Principal/Deputy Headteacher on any health and safety issues that may arise in any long-term strategic planning.
- m) Reporting to the Health and Safety Committee, for onward monitoring by the CEO and the Board.

### **3.6 The Estates Manager**

The Estates Manager will deal with Health, Safety and Welfare matters relating to the premises and equipment. They will give progress reports to the Health and Safety Committee on health and safety aspects of any building development and maintenance works.

### **3.7 Directors of Faculty, Heads of Year, Heads of Subject and Line Managers**

With their specialist knowledge of the area of work for which they are responsible, Directors of Faculty, Heads of Year, Heads of Subject and Line Managers have a key role to play in the running of those activities safely. They are expected to ensure that all employees and students under their supervision know the relevant safe working practices and that the arrangements for working are safe. They should make sure any accident is reported immediately and preserve the health and safety of those other than staff and students in so far as they are affected by the work supervised.

### **3.8 All Staff**

In addition to any specific responsibilities which may be delegated to them, all staff must:

- a) Make themselves familiar with and conform to this safety policy, including any instructions and requirements for safe methods of work.
- b) Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting.
- c) Take reasonable care of all safety equipment and clothing given into their possession and report any defects. Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided.
- d) Report all accidents, near misses, damage, hazards and defects to the Health and Safety Officer and/or Estates Manager at their college/school, as appropriate.
- e) Conduct their activities so that they minimise the risk to the health and safety of others.

### **3.9 Students and Visitors**

Students and visitors will be responsible for:

- a) Ensuring that they do not endanger themselves or others.
- b) Observing basic health and safety rules and procedures and responding to instructions given by staff, particularly those involving evacuation procedures.
- c) Reporting all accidents, near misses, damage, hazards and defects to a member of staff.

### **3.10 Contractors**

Contractors will adhere to the Health and Safety and Safeguarding information for contractors. Any member of staff observing contractors placing another employee, student or visitor, etc. at risk of injury, is to notify the Deputy Principal/Deputy Headteacher, Health and Safety Officer or Estates Manager immediately, who will raise the matter directly with the contractor.

Contractors will be responsible for:

- a) Observing the Health and Safety and Safeguarding information for contractors' document.
- b) Providing risk assessment for the work to be undertaken; the risk assessment must be approved by the Health and Safety Officer prior to the work being undertaken.

- c) Ensuring that all risks are covered by the appropriate insurance.

#### **4. Management Procedures**

The Trust acknowledges the importance of employee involvement and understands that local teams are best placed to identify hazards in their own working areas. Health and safety hazards should be reported to the Estates Manager and/or Health and Safety Officer for prompt investigation and resolution.

Each college/school will have a Health and Safety Committee which is made up of, as a minimum:

- i) The Deputy Principal/Deputy Headteacher, who will act as Committee Chair
- ii) The Health and Safety Officer
- iii) The Estates Manager
- iv) Heads or Directors of relevant Faculties or departments (teaching, (support/pastoral)
- v) Union representatives, as appropriate

The Health and Safety Committee will meet at least termly, and the terms of reference include:

- The review and implementation of new health and safety legislation
- The planning and implementation of student and staff health and safety inductions
- The review and feedback of Trust health and safety policies and procedures
- The development, monitoring and review of local health and safety policies and procedures
- The development, monitoring and review of local arrangements for safe working practices
- The review of health and safety audit and inspection reports, and the development of action plans following these
- The recommendation, planning and monitoring of health and safety training for all site users
- The consideration of reports, trends and statistics relating to accidents, incidents and reportable diseases
- The consideration of safeguarding implications arising from health and safety incidents
- Onward reporting to the Local Governing Body and Board

The CEO will be responsible for disseminating relevant information to the Principals/Headteachers, who will in turn promulgate to staff at their colleges/schools as appropriate.

Management staff will ensure that health and safety guidelines, directives and good practice measures are circulated to relevant staff.

Each college/school will adapt their own local health and safety procedures, from within the framework provided by the Trust, which is supported by this policy. These procedures will include, but are not limited to:

- Emergency Plan
- Emergency evacuation procedures
- Fire Safety Procedures
- First aid procedures
- Accident reporting procedures
- Lockdown procedures
- Bomb threat procedures
- Suspicious package procedures
- Adverse weather procedures
- Control of infectious diseases procedures
- Lone working procedures

Each college/school will adapt their own local risk assessments, from within the framework provided by the Trust, which is supported by this policy. These risk assessments will include, but are not limited to:

- Working with hazardous substances
- Working at height
- Lone working
- Manual handling
- Offsite activities
- Asbestos

Each college/school will maintain a register of risk assessments, which is readily available to the Trust.

## **5. Training**

The Board, via the CEO and Principals/Headteachers, is responsible for ensuring that members of staff and students are trained so that the activities of the colleges/schools are carried out safely.

The CEO and Principals/Headteachers are responsible for developing training procedures within the colleges/schools. They will also consider the provision of facilities to enable all members of staff and students to be adequately trained in safe working methods, where required.

Staff in positions of responsibility are responsible for the effective implementation of all training and to ensure that all staff and students within their work area receive adequate training in safe working methods and practices.

## **6. Safety Consultation and Coordination**

Recognised Trade Unions may appoint Safety Representatives by statutory right. They will function in accordance with the Health and Safety Commission's "Code of Practice for Safety Representatives". The frequency of safety inspections for each workplace will be agreed by consultation with the CEO for the Trust and with the Principals/Headteachers for the respective colleges/schools.

## **7. Monitoring**

The implementation of this policy will be monitored on a proactive and reactive basis. Compliance with the policy will be audited at least annually. Investigations will be carried out on accidents, incidents and near misses to ensure lessons are learnt and identify improvements to be made.

This policy will be reviewed annually.