

**United Learning Health and Safety
Policy Statement, Organisation and Arrangements for:**



Avonwood Primary School
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Central Office Document Control Record	
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1. Scope

- 1.1. This document is United Learning's Health and Safety Policy. It is applicable to all schools and settings operated by United Learning Ltd and all persons employed by its subsidiaries.
- 1.2. The purpose of this document is to address United Learning's strategic risk relating to compliance with - health and safety legislation, sector specific guidance and the principles of good governance, as follows:
 - Statutory duties with specific focus on matters covered by The Health and Safety at Work etc Act 197, its subsidiary regulations, and the Regulatory Reform (Fire Safety) Order 2005.
 - DfE's 'Academy Trust Handbook' and 'Academy Governance Guide', and ISI's Framework for independent school inspection
 - Sector guidance published by DfE, including their online collection of guidance documents, 'Health and Safety in Schools'.
 - And with reference to the principles outlined in BS ISO 45001 'Occupational Health and Safety Management Systems' (Note the Group is not certified to 45001, but the principles of the standard help develop a framework for effective health and safety management).
- 1.3. The objective of this policy is to ensure that all employees, at all levels, understand their responsibilities and United Learning's expectations in relation to the management of health and safety of staff, pupils, visitors, contractors etc.
- 1.4. The delivery of an effective safety management system requires buy-in and commitment at all levels. It is expected that United Learning employees will exhibit exemplary professional behaviours that in turn deliver a health and safe environment, for all stakeholders (colleagues, pupils, parents etc).
- 1.5. This Policy comprises a Health and Safety Policy Statement, and details on the organisational responsibilities and arrangements for health and safety.

2. Relationship to United Learning's Strategic Objectives

- 2.1. United Learning's Strategic Objectives to 2026 are:
 - Great places to learn
 - Great places to work
 - A Great group to Join
 - A great contribution beyond the group
- 2.2. Robust health and safety management is foundational to all of these objectives. We cannot be great contributors beyond the group unless we are great in all other areas as well, and we cannot be great places to learn or work, or great schools to join if our buildings pose risks to health and safety, or our staff are not competent and confident in the roles they perform.



Health and Safety Policy Statement

The **Trustees** of the **Group Board** recognise and accept their responsibility, as the employer for all **United Learning** employees, to provide workplaces and work practices which are safe and healthy for employees, pupils, and visitors - including contractors or anyone else who might be affected by our operations.

Trustees are especially mindful that exposure to risk is an essential part of the education process. **United Learning** is committed to providing a learning environment that, whilst not unduly hazardous, provides all students with a stimulating experience that equips and prepares both children and young adults for life in the real world.

In all schools, the day-to-day responsibility for health and safety rests with the **Head Teacher** with operational oversight delegated to a named **Health and Safety Coordinator**. At central office, the **Executive Team** share this responsibility. Full details on the delegation of responsibilities are given in the arrangements section of the health and safety policy.

Overall, the **Chief Financial Officer** is the Executive with responsibility for health and safety compliance. A **Head of Health and Safety** is appointed under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to assist the **Chief Financial Officer** in fulfilling these responsibilities.

United Learning operates a devolved system of operational control in its schools, guided by the overarching requirements of this health and safety policy and internal codes of practice which are expected to be followed at all times. **Trustees** acknowledge the operational flexibility required in each school and accept the risk gap this approach creates.

Full details on the delegation of responsibilities are given in the arrangements section of the health and safety policy.

The **Head of Health and Safety** will monitor the effectiveness of this policy and internal codes of practice via internal and external auditing measures. The data obtained from these exercises will be used to identify priority health and safety objectives for the group.

Each school has a **LGB Representative for Health and Safety** who represents the Local Governing Body at the school's termly Health and Safety Committee meetings. The **Head Teacher**, alongside the **LGB Representative for Health and Safety** reports to the local governing body on health and safety matters, which are a standing agenda item at local governing body meetings.

Employees are reminded of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and any other persons who might be affected by their work activities.

This statement of intent and the support systems beneath it, will be reviewed periodically against our objectives as an organisation with a view to ever healthier and safer environments.



Sir Jon Coles
Chief Executive Officer



Mr Christian Brodie
Chair of the Group Board



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Organisational Responsibilities

1. Overview

- 1.1. This section details the organisation of health and safety roles and responsibilities across all employee groups and for specific roles where relevant.

2. Trustees and Executive Officers

- 2.1. The ultimate responsibility for health and safety at United Learning is vested in the Group Board. The Trustees and Executive Officers, are responsible for ensuring that managers are aware of and fulfil their responsibilities for health and safety.

- The Trustees will hold the Chief Executive Officer and Executive Officers to account for their performance with the duties under this Policy
- Trustees and Executive Officers will embody a positive health and safety culture in all their actions and decision-making processes.

- 2.2. The Chief Financial Officer is the Executive Officer nominated as responsible for health and safety, reporting directly into Trustees and the rest of the Executive team via the Group Board. They will:

- Ensure the health and safety management system is effective at all levels of the organisation
- Demonstrate health and safety leadership at executive and operational level and ensure that all those with managerial responsibility are effectively managing health and safety, wherever they operate within the group
- Appoint and manage the Director of Estates and Group Health and Safety Manager
- Provide senior level direction for the Director of Estates and the Group Health and Safety Manager
- Report to the Executive Team and Trustees on the performance of health and safety across United Learning
- Ensure that the Executive Team and Trustees are made aware of any significant health and safety issues that cannot be dealt with at school or central office level, or which will have an immediate or sustained impact on school operations.

3. Regional Directors

- 3.1. Regional Directors will:

- Hold their Head Teachers to account regarding their school's H&S performance
- Ensure health and safety performance and issues are discussed when meeting with the head/principal.



4. Director of Estates

- 4.1. The Director of Estates is responsible for the oversight of the group's estate (schools and central office) to ensure their safe and suitable condition. Modifications or alterations to school premises may only be carried out in line with Estates Policies or with written approval from the Director of Estates or a suitable nominated member of their team.
- 4.2. The Director of Estates will:
- Ensure United Learning's estate portfolio is appropriately designed and well maintained, and without significant risks to health or safety, so far as is reasonably practicable
 - Ensure all building projects, renovations, and repurposing of buildings or premises, consider health and safety matters at the design stage

5. Head of Health and Safety

- 5.1. United Learning's Group Head of Health and Safety has responsibility for the development and implementation of the group's health and safety management system (policies and procedures), to include:
- Developing and publishing health and safety policies and codes of practice
 - Developing and publishing guidance documents to aid all sites in meeting the requirements of the group's policies or codes of practice
 - Developing and implementing systems and processes for the measurement and/or monitoring of health and safety performance, both in schools and across the group as a whole
 - Overseeing contracted health and safety related services, such as the Radiation Protection Officer scheme and group memberships, such as with CLEAPSS for science and design & technology advice and AfPE for PE
 - Providing advice and support to all schools and central office departments where required
 - Investigating significant accidents or health and safety incidents at central office locations and schools
 - Promoting a positive health and safety culture across all Group operations
 - Reporting to the Trustees, via the Chief Financial Officer, on the above or any current or emerging health and safety issues that may have a significant impact on the Group.

6. Executive Business Managers

- 6.1. Where there is an Executive Business Manager (EBM) in post, they serve as the health and safety link between central office and the cluster's schools. The EBM will:
- Provide oversight of the implementation of this Policy at school level and ensure it is fully embedded, along with the expectations detailed in the group codes of practice



- Attempt to advise and resolve health and safety queries originating from within their cluster's schools and escalate to the Head of Health and Safety where these cannot be resolved locally
- 6.2. EBM's cannot delegate these responsibilities. They may, however, delegate the implementation of these requirements to other cluster or school-based staff where this delegation is to a person(s) with the necessary competencies and authority to carry out these tasks. Any such delegation will be clearly recorded in writing.

7. Head Teachers/Principals/Nursery Managers

- 7.1. All head teachers/principals and nursery managers (where operating standalone) within United Learning have control of the day-to-day operations of their school and are directly responsible for the following:
- Ensuring compliance with this Policy and associated group codes of practice
 - Ensuring that the necessary resources for implementation are available for all health and safety functions to be adequately fulfilled, so far as is reasonably practicable
 - Ensuring that departmental heads/leads have the necessary competences to allow health and safety duties to be competently discharged
 - Attending the school Health and Safety Committee meetings
 - Reporting to central office on health and safety matters as required by the Head of Health and Safety
 - Promoting a positive health and safety culture across all school operations
- 7.2. The following duties may be delegated to individual members of staff (in school or at cluster level) but the head teacher/principal/nursery manager retains the responsibility for their fulfilment.
- Implementation of the requirements of this policy and the associated group codes of practice
 - Plan, organise, control, monitor and review arrangements for the health and safety of employees, pupils, visitors including contractors, and any others who may be affected by our work activities
 - Assess risks, commit the significant findings to writing, and act upon these findings
 - Ensure that work in all its aspects is safe and without risks to health, so far as is reasonably practicable
 - Ensure that sufficient information, training, instruction, and supervision is provided to staff
 - Record on the Group Accident Reporting and Management System (ARMS) all accidents, and other qualifying events, and investigate with a view to preventing a reoccurrence as appropriate
 - Appoint an adequate number of suitably trained first aid personnel



8. Health and Safety Coordinators

- 8.1. Each school is required to appoint a Health and Safety Coordinator and deputy Health and Safety Coordinator. Where a school is part of a cluster and there is cluster oversight of H&S in place, such as via the EBM, only one coordinator is needed in each school in the cluster.
- 8.2. It is the H&S Coordinator's role to:
- Be familiar with the contents of this policy and the associated H&S Codes of Practice and bring them to the attention of employees as relevant
 - Ensure that this policy is reviewed at least annually, shared with all employees, and that a copy is provided to the Head of Health and Safety following any changes and at least once per academic year
 - Support departmental heads/line managers in identifying health and safety training needs in their departments
 - Monitor that line managers prepare and review local management arrangements, prepare and review risk assessments and carry out thorough examinations, test and inspections as applicable to their departments
 - Monitor that accidents and other qualifying events are reported and investigated and uploaded to the Group's Accident Reporting and Management System (ARMS)
 - Monitor school H&S performance, bringing any matters of concern to the attention of the head teacher/principal and/or Executive Business Manager, as appropriate
 - Liaise with enforcing and inspecting bodies as appropriate
 - Act as clerk to the school's health and safety committee
- 8.3. To ensure the position carries sufficient authority to discharge the duties above and for the purposes of the promotion of a positive safety culture, the lead Health and Safety Coordinator in each school will be a member of the senior management team unless the school is part of a cluster (see 8.5)
- 8.4. Where the school is part of a cluster, the Health and Safety Coordinator(s) will work closely with the Executive Business Manager, or other Cluster Lead as necessary for the purposes of health and safety compliance, serving as the day-to-day point of contact for health and safety matters arising in school. Where any of these Health and Safety Coordinator duties are transferred to cluster level, this division of responsibilities will be formally recorded.

9. Local Governing Bodies

- 9.1. All local governing bodies and their members will operate in accordance with this policy and the United Learning LGB Handbook.
- 9.2. LGB members hold no direct accountability or responsibility for health and safety matters, but they should use their authority as the school's 'critical friend' to challenge and support the development of health and safety performance and culture in their school.



10. LGB Representative for Health and Safety

- 10.1. It is a requirement of the United Learning LGB Handbook that each school's LGB has a member who oversees health and safety performance. Functions include:
- Attending the school's Health and Safety Committee meetings
 - Fulfilling the 'critical friend' role to challenge and support the work of the head teacher
 - Liaising regularly with the school's Health and Safety Coordinator on issues, risks and general H&S performance

11. Line Managers (including Heads of Department/Faculty Leaders)

- 11.1. All employees within United Learning who hold a line management position are directly responsible for:
- The health, safety, and welfare of those employees who report to them
 - Inducting new members of staff to their department and the relevant emergency arrangements
 - Ensuring those under their management have completed health and safety induction training and are competent to carry out their role
 - Identifying health and safety training needs of their employees at appraisal or when such matters come to their attention at any other time
 - Carrying out risk assessments for activities under their control, documenting the significant findings as relevant, acting upon these findings and keeping these assessments under review.
- Attempting to resolve any health, safety, or welfare issues affecting their employees
 - Notifying their school's Health and Safety Coordinator of any health, safety, or welfare issues that they are unable to resolve locally

12. Trade Union Appointed Safety Representatives

- 12.1. United Learning recognises the following trade unions:
- Support staff - GMB and Unison
 - Teaching staff - ASCL, NEU, NAHT, and NASUWT
- 12.2. Each trade union has the authority to appoint health and safety representatives.
- 12.3. Further information on trade union appointed health and safety representatives is contained in the *Consultation (HS) – Code of Practice*.

13. Non-trade union appointed Safety Representatives

- 13.1. Those employees who are not members of a recognised trade union remain entitled to be consulted on health and safety matters. This can be directly, or through the election of health and safety representatives.



- 13.2. Further information on non-trade union appointed health and safety representatives, their role, and functions is contained in the *Consultation (HS) – Code of Practice*.

14. Employees

- 14.1. All United Learning employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Cooperating fully with their line manager or other responsible person on all matters pertaining to their health and safety at work
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc that have been provided in the interests of health and safety at work
- Reporting promptly, in the first instance to their line manager, any accident, injury, significant near miss, incident of violence and aggression or case of work-related ill health
- Reporting to their line manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others
- Wearing any protective clothing or equipment and using any equipment that has been provided for their health and safety while at work
- Observing safety rules, complying with this policy, group codes of practice, and adhering to safe working procedures at all times
- Acquainting themselves, and complying with, the procedure to follow in case of a fire or other emergency
- Challenging any unsafe acts or conditions that they see. If they feel that any task allocated to them is unsafe, they may stop work, and raise their concerns with their line manager
- Showing respect for fellow workers and managers by accepting constructive intervention in a positive manner when any member of staff, regardless of position, takes action to stop an unsafe act


16.9.2025


19.9.2025 of LGB

