


Corporate Health and Safety Policy

Approval Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will either:

1. set a full Trust wide policy which applies in the same way to all schools,
2. require individual schools to set a policy (in most cases with Trust-provided guidance) appropriate to the needs and circumstances of an individual school

Approval Body:	Board of Trustees
Date Approved: 	12/05/25
Author:	Chief Operating Officer
Review period:	1 year
Next review:	May 2026
Version:	2.2

This is a Level 1 Policy against the Trust Governance Plan and shall be read in conjunction with the Trust school's Health and Safety Policy and Procedures.

This policy was adopted by the Trust Board, for implementation in the Tenax Schools Trust on the date above and supersedes any previous policy on Health and Safety.

The Trust's Board of Trustees has appointed Mrs Catherine Dottridge as the Trust's Health and Safety Lead:

Mrs C Dottridge, Chief Operating Officer, Tenax Schools Trust c/o Bennett Memorial Diocesan School, Culverden Down, Tunbridge Wells, TN4 9SH. Telephone: 01892 521595

dottridge@tenaxschoolstrust.co.uk

CONTENTS

1. [PART 1: Statement of Intent](#)
2. [Aim and objectives](#)
3. [Implementation](#)
4. [PART 2: Roles and Responsibilities](#)
 - [Board of Trustees](#)
 - [CEO](#)
 - [COO/H&S Lead](#)
 - [Headteachers](#)
 - [School Health and Safety Co-ordinator\(s\)](#)
 - [Employees and Contractors](#)
 - [The Educational Visits Co-ordinator](#)
 - [Department Managers](#)
 - [Subject Leaders](#)
 - [Teachers](#)
 - [Teaching Assistants](#)
 - [First Aid Co-ordinator](#)
 - [The Site Manager/Caretaker \(or equivalent\)](#)
 - [Trade Union Safety Representatives](#)
 - [Pupils](#)
5. [PART 3: Arrangements for the Health and Safety Management System](#)
 - [Risk Assessment](#)
 - [Information and training for employees](#)
 - [Monitoring and review](#)
 - [School's policy and procedures](#)

1. Health and Safety Policy Statement of Intent for Tenax Schools Trust

The Tenax Schools Trust (hereafter referred to as 'the Trust') is committed to ensuring the effective management of health and safety and welfare throughout all stages of its undertaking, including (but not limited to) everyone who works for the Trust, and of everyone who may be affected by the Trust's activities, including employees, pupils, parents, visitors, clients, volunteers, contractors, the general public and the environment.

The Trust will ensure that provisions and requirements of the Health and Safety at Work etc. Act 1974, and all relevant delegated legislation pursuant to Section 15 of that Act, shall be complied with and shall form the minimum standard to which the Trust shall operate its undertaking.

The Chief Executive Officer (CEO) and the Trust Board have overall responsibility for ensuring that high standards of health, safety and welfare are maintained. However, the Trust does rely on all its employees and volunteers to comply with Section 7 of the Health and Safety at Work etc. Act 1974 and to provide the Trust with such assistance and cooperation as required by statute for the Trust to implement and maintain its compliance with relevant legislation, policies and to draw attention to areas that can be improved upon.

The Trust also requires all contractors and sub-contractors to comply with relevant legislation with regards to their own works to ensure that, so far as is reasonably practicable, such works are carried out without risk to their own or the Trust's employees, pupils, parents, visitors, clients, volunteers, the general public and the environment

The Trust Board and the CEO will take all reasonably practicable steps to:

- Provide and maintain a safe working and learning environment, including safe access arrangements and suitable welfare facilities
- Ensure that all potential hazards and risks associated with its undertaking are identified and recorded as risk assessments; and that suitable and sufficient measures for controlling such risks are implemented. These measures shall be communicated to all relevant personnel in a timely manner and in such a way that may be readily understood
- Provide any safety equipment required for the effective implementation of such measures to all employees and volunteers as required and without charge
- Ensure safety and the absence of risks to health in connection with using, handling, storage and transportation of materials, articles, substances and equipment
- Provide all employees and volunteers with sufficient information, instruction, training and supervision in safe methods of work and the safe efficient operation and maintenance of tools and equipment
- Ensure that all vehicles and work equipment are suitable for purpose and are properly maintained
- Be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health and near misses
- Promote a positive health and safety culture within the Trust and proactively consult with employees, volunteers and pupils on health and safety matters
- Take steps to assess the competency of any contractor and ensure that clear information is exchanged on matters relevant to health, safety and the environment
- Embed health and safety procedures within the curriculum at all levels where appropriate

It is the Trust's policy to consult with employees on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate. The Trust will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times, and to provide the necessary resources in terms of finance, labour, resources and time to meet the requirements of this policy.

This policy can only be successful with the active co-operation of employees who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible to the line manager, Headteacher or the school's Health and Safety Co-ordinator.

The effectiveness of this policy will be monitored through audits, surveys and meetings to ensure that health and safety arrangements are being followed, and that the roles outlined in the policy are being fulfilled. Information and data gathered via these methods as well as other sources, shall be used to establish any means of continual improvement necessary and possible.

The CEO of the Trust has overall responsibility for all matters regarding health, safety, welfare and the environment, and for reporting any significant findings to the Trust Board. This policy will be reviewed where significant changes to the Trust's undertaking take place, or annually.

Signed

A large black rectangular box redacting the signature of the Chief Executive Officer.

Chief Executive Officer

Date 12th May 2025

Review Date May 2026

2. Aim and objectives

Policy Aim

The vision of the Tenax Schools Trust (the Trust) is to achieve excellence by working together so that all may feel loved and empowered to serve a thriving society. We are committed to education providing life changing transformative opportunities.

This policy will support our goal of being an organisation where everyone can fulfil their potential free from work related injury or ill health; this includes employees, pupils, contractors, and others who may be affected by our work activities.

Policy Objectives

The Trust aims to achieve the following objectives within the timeframe of this policy:

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all Trust stakeholders and, in addition, the environmental impact of our operations to ensure that all risks are properly assessed and controlled so far as is reasonably practicable
- To establish and maintain clear written standards and procedures to control the risk to health, safety and the environment and to ensure that they are adhered to
- To ensure that all Trust employees are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision
- To record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- To promote an increased awareness of safety and a responsibility for the environment amongst all employees and pupils
- To maintain an effective system of monitoring and reviewing health and safety performance

3. Implementation of Health & Safety Policy

The Trust's health and safety policy shall be implemented through the responsibilities delegated to various personnel. All personnel within the Trust shall have some part to play in ensuring that the policy is delivered appropriately and effectively. Where parts of the policy or school health and safety policy and procedures no longer meet the current requirements of the Trust, these deficiencies should be brought to the attention of the Trust's Health and Safety Lead, who will then raise the matter for discussion and review with the Board of Trustees and CEO.

4. PART 2: Roles and responsibilities in the Management of Health and Safety

4.1 Board of Trustees

The Trust Board in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with the Health & Safety at Work etc. Act 1974.

In order to discharge this responsibility, the Tenax Trust Board will:

- Demonstrate leadership on health and safety matters at all times
- Review this policy annually

- Assure itself that there is adequate provision in staffing, equipment, facilities and resources to allow the Trust and its schools meet its legal obligations in implementing and maintaining health, safety and welfare
- Receive annual updates on the Trust's health and safety policy and action plan in order to monitor the adequacy of arrangements and take any action necessary; and more frequently should there be the need
- Consider information, statistics and reports relating to health, safety and welfare matters
- Consider and make recommendations regarding individual health and safety issues and risk assessments which have not been resolved at management level
- Ensure that no significant changes to the Trust are introduced without dedicating sufficient resources for health and safety purposes
- Appoint one or more competent persons to help meet the Trust's health and safety legal duties

4.2 The Chief Executive Officer

The Chief Executive Officer (CEO) of the Trust is ultimately responsible for everyone's health, safety and welfare at work (including the public) and responsible for ensuring that:

- The Trust's Health and Safety Policy is implemented and maintained, and that adequate resource has been allocated for its effective implementation
- Adequate and effective arrangements for planning, organisation, control and monitoring for safety and risk assessments are implemented in accordance with relevant legislation and guidance
- A clear understanding of their personal responsibilities and duties under the relevant regulations is shown, and to treat health, safety and welfare of persons under their control as a matter of importance equal to the other functions of a Director
- All employees receive adequate instruction, information, training and supervision to achieve the requirements of this policy
- Suitable equipment, procedures and other control measures are to be provided to prevent or reduce risks to health and safety
- All workplace hazards are identified and the risks from those hazards are suitably reduced as far as is reasonably practicable
- Employees are consulted and their views considered prior to implementing changes that may affect their health and safety
- All reported health and safety issues, accidents and incidents are investigated thoroughly, and that remedial actions and lessons learned from the outcome of the investigation are applied when necessary
- Competent health and safety advice and support is available
- The health and safety standards and practices of the organisation are reviewed on an ongoing basis
- Good working relations with enforcement authorities are promoted

The CEO also has Health and Safety responsibilities as an employee.

4.3 The Chief Operating Officer

The Board has appointed the Chief Operating Officer (COO) as the competent person to help meet the Trust's health and safety legal duties, and in specialist areas, where the COO does not have competence, a suitably qualified and experienced external consultant or adviser will be appointed as the competent person.

The COO/Tenax Health and Safety Lead is responsible for:

- Reporting directly to the Board of Trustees on Health and Safety performance

- Ensuring decision making is in line with the policy and procedures for Health and Safety and any statutory provisions set out in legislation.
- Ensuring Health and Safety performance is continuously reviewed
- Ensuring suitable action plans for improving Health and Safety are developed and actioned
- Supporting and advising on key Health and Safety policies and practice throughout the Trust
- Supporting the consistent of Health and Safety practices throughout the school estate
- Monitoring, reviewing and escalating key Health and Safety risks and issues to the CEO
- Overseeing the Trust's external Health & Safety consultants; liaising and challenging delivery of their service to ensure value for money and the highest quality advice to schools
- Providing advice and guidance on risk assessments
- Consulting with employees and considering their views prior to implementing changes that may affect their health and safety
- Reporting accidents and dangerous occurrences at work to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Carrying out investigations on dangerous occurrences and serious accidents
- Liaising where necessary with enforcement authorities
- Ensuring suitable training is made available to staff with responsibility for Health and Safety
- Keeping up to date with legal obligations and new developments in health and safety matters
- Recommending competent persons for specialist areas

The Health and Safety Lead may delegate Health and Safety responsibility to a competent person (or divide responsibilities between competent persons) within the Trust (for example the Governance and Compliance Officer or a School Business Manager).

4.4 School Headteachers

The CEO of the Trust may delegate Health and Safety responsibility to individual school Headteachers.

Headteachers will ensure there are effective arrangements, planning, organisation, control and monitoring for safety within their school and that preventative measures are maintained, and legal requirements met. Health and Safety duties as Headteacher include:

- Supporting the CEO in their general duty to ensure the health and safety and welfare of employees and others
- Being responsible for the day-to-day implementation of health and safety policy and procedures
- Acting on reports from employees and others on matters of health and safety and reporting back to the CEO (via the Health and Safety Lead)
- Ensuring that health and safety is taken fully into account in all dealings with the Trust and using the competent advice available
- Ensuring that all school employees and volunteers are competent and suitably trained to carry out their work in a safe and controlled manner
- Ensuring school employees and volunteers are sufficiently supervised and monitored to the extent that is practicable and necessary having regard to the work activities and competence of the individual
- Ensuring that suitable and sufficient risk assessments are carried out for all areas within their area of responsibility, including personal risk assessments for employees and pupils as required, and that these are reviewed annually or where there has been a serious incident or significant changes of circumstances.
- Ensuring that all staff who complete risk assessments are suitably qualified and competent
- Ensuring that all school accidents and incidents are investigated thoroughly and that the outcome of the

- investigation is communicated to the Health and Safety Lead
- Liaising where necessary with enforcement authorities

4.5 School Health and Safety Co-ordinator(s)

Headteachers may delegate Health and Safety responsibility to a competent person (or divide responsibilities between competent persons) within their school (for example, School Business Manager, Site Manager or equivalent, administrators). This responsibility is referred to as the School Health and Safety Co-ordinator(s). Each school will be clear that the School Health and Safety Co-ordinator(s) are responsible for:

- Ensuring compliance with the Trust's and School's Health and Safety policies and procedures and relevant regulations
- Identifying employee training needs in respect of health and safety, arranging health and safety training and keeping suitable records
- Ensuring new employees and contractors receive suitable and adequate induction training
- Keeping up to date with legal obligations and new developments in health and safety matters
- Ensuring suitable health and safety information is provided to employees and contractors
- Ensuring there are adequate first aid provisions in the School and that all persons are aware of the location of first aid equipment and the procedure for reporting incidents and accidents
- Ensuring all accidents and incidents are logged appropriately to the School accident reporting procedure and that all accidents and incidents are investigated thoroughly and that the outcome of the investigation is communicated to the Health and Safety Lead
- Reporting accidents and dangerous occurrences at work to the Health and Safety Lead
- Assisting the Health and Safety Lead with carrying out investigations on dangerous occurrences and serious accidents
- Planning, organising and co-ordinating site work to ensure minimum risk to the health and safety of employees or anyone who may be affected by the Trust's activities
- Ensuring that all types of risk assessments are prepared suitably for site and activities
- Ensuring risk assessments, method statements and safe systems of work are issued, adhered to and all registers and records are kept up to date
- Undertaking safety monitoring on site and ensuring that defects are reported and corrected within a timely manner
- Ensuring that any equipment provided for the purposes of health and safety is maintained so as to be free of defects
- Maintaining and providing any appropriate resources/equipment for 'manual handling' and 'working at height'
- Ensuring that equipment procured or hired by the Trust is suitable for the intended task, complies with statutory safety standards and is CE marked
- Ensuring plant and equipment is regularly inspected and maintained
- Co-operating with enforcement authorities (i.e. HSE Inspector)
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees and contractors concerns in relation to health and safety and acting accordingly
- Ensuring risk assessments, method statements and safe systems of work are in place, hazardous substances are stored safely and comply with statutory requirements
- Maintaining a tidy site with safe access and egress
- Ensuring that relevant health and safety matters are considered when submitting tenders, including establishing emergency procedures, protection of the public etc.
- Only selecting suppliers, contractors and subcontractors who have demonstrated their competence and resourcing to undertake the work safely through a health and safety evaluation process. Provide the

necessary information for them to carry out their work safely and without adversely affecting others

4.6 Employees and Contractors

All employees have a duty to co-operate with the employer under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations.

Each member of staff is responsible for his or her personal safety and that of other persons in the school by the proper observation of school policy and procedures.

Staff shall be reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'

Contractors will comply with all aspects of health and safety policy and procedures as though they were employees.

All employees and contractors will therefore:

- Take reasonable care of their own health and safety as well as that of other people around them
- Familiarise themselves with the Trust & School's health and safety policy and procedures, risk assessments and other documented procedures relevant to their work activities and comply with the requirements and raise any shortfalls in the content with their line manager
- Co-operate with management and follow reasonable instructions in the interests of health and safety
- Use, operate or maintain any equipment as trained & instructed and not misuse it in any way
- Report any accident, dangerous occurrence or health and safety concerns to a manager
- Avoid improvised arrangements and suggest safe ways of reducing risks, where appropriate
- Observe all warning notices and follow instructions
- Not interfere with or misuse anything provided for them in the interests of health, safety and welfare
- Wear appropriate clothing, footwear and PPE conducive to the work undertaken
- Avoid any hazardous manual handling as far as is reasonably practicable
- Report immediately any defective equipment and not use it until safe to do so
- Inform their manager if they suffer from any allergy, health problem or are receiving medication likely to affect their work or ability to do manual handling tasks
- Ensure that any safety guards or covers are in position whilst equipment is in use
- Keep plant, equipment and PPE in good condition and report defects
- Bring to the attention of management any training courses or training needs which they think might be appropriate
- Ensure they do not work under the influence of alcohol or illicit drugs

Any breach of these requirements will be treated as a breach of contract and subject to the necessary investigation, appropriate disciplinary action may be taken. The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of disciplinary action.

4.7 The Educational Visits Co-ordinator (EVC)

The role of co-ordinating visits may be delegated by the Headteacher to another member of staff. The Educational Visits Co-ordinator will:

- Have access to training, advice and guidance
- Be involved in educational visit management in order to ensure that appropriate regulations and guidelines are followed for off-site activities and educational visits
- Ensure there are school procedures in place for all visits
- Work with visit leaders to ensure that the aims of the educational visit are achievable and suitable
- After discussion with the Headteacher, either approve or decline proposals for trips and visits and confirm with relevant staff
- Confirm that adequate risk assessments have been carried out
- Keep written records of visits, accidents or incident reports
- Support the Headteacher in the management of and evaluation of educational visits
- Confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers
- Organise training and induction of visit/activity leaders and accompanying staff and volunteers
- Ensure parents are informed and have given written consent where necessary
- Ensure systems and procedures are reviewed annually

4.8 Department Managers

Each manager is responsible for the provision of safe conditions for staff, pupils and visitors within their area of responsibility and in particular will:

- Attend to defect reports and recommendations from the Headteacher, staff, Trust Health and Safety Lead, and School Health and Safety Co-ordinator
- Conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections
- Instigate and ensure that safety procedures are developed for operations carried out within their area of responsibility
- Ensure that suitable risk assessments are undertaken and documented, and that appropriate action is carried out
- Undertake a visual inspection of equipment prior to use
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that any substances hazardous to health are stored in a safe place

4.9 Subject Leaders

Each subject leader is responsible for:

- Developing procedures for their specialist area with health and safety policy and procedures in mind
- Updating colleagues within the school in any change in practice
- Issuing safety guidance for their curriculum area
- Carrying out suitable risk assessments for their specialist areas

4.10 Teachers

Teachers are responsible for the immediate safety of the pupils in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Follow safe working procedures personally
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required
- Ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary
- Ensure that clear instructions and warnings are given to pupils verbally as often as necessary
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- Undertake a visual inspection of equipment prior to use
- Report defects and make recommendations to their line manager where necessary
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy

4.11 Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise their line manager as designated at the start of employment.

With respect to health and safety, teaching assistants will:

- Follow safe working procedures personally
- Be familiar with the general and particular safety rules that apply to their area of work
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- Undertake a visual inspection of equipment prior to use
- Report defects to their line manager
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy

4.12 First Aid Co-ordinator

The First Aid Co-ordinator is responsible for managing first aid arrangements and supporting health and welfare issues within the school and in particular:

- Maintaining the school medical room and equipment
- Monitoring records of pupils, staff and visitor medical and first aid needs
- Monitoring first aid equipment on school site
- Assisting in the development of health promotion activities at the School
- Ensuring adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders
- Keeping first aid notices updated

4.13 The Site Manager/Caretaker (or equivalent)

With respect to health and safety, the Site Manager/caretaker or equivalent is responsible for:

- Ensuring reports on health and safety matters with respect to the school buildings and grounds are prepared

- Ensuring safety procedures are developed and adhered to for operations carried out within the school by the site team and by outside contractors under their control
- Keeping records of hazards identified on site by staff and the remedial action taken and when
- Assuming the duties of Contracts Manager as required
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy
- Ensuring that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- Ensuring that premises safety inspections are undertaken e.g. daily, weekly, bi-termly, and keep records of any faults identified (if appropriate)
- Attending to defect reports and recommendations from the Headteacher, staff, and School Health and Safety Co-ordinator
- Ensuring that all portable electrical equipment is tested on a regular basis
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that any substances hazardous to health are stored in a safe place.

4.14 Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations the TU safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with his/her representative
- Investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace
- Investigate complaints by any employee he/she represents relating to health and safety and welfare at work
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Receive information from Enforcement Inspectors
- Attend meetings of safety committees to which he/she is elected
- Inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

4.15 Pupils

Pupils also play a part in overall Health and Safety and are expected to:

- Follow school rules and policies
- Use equipment only in accordance with instruction and their training
- Refrain from using anything which may harm any other persons or themselves, including not using equipment on which they have not been trained
- Report any issues to the person leading the activity in which they are participating (secondary students) or tell an adult if they see anything they think looks dangerous (primary pupils)

5. PART 3: Arrangements for the Health and Safety Management System

5.1 Risk Assessment

It is the policy of the Trust to comply with the statutory requirement for risk assessment as required by the Management of Health & Safety at Work Regulations 1999. All members of staff with responsibility for an activity or premises area are responsible for ensuring that risks are identified, and appropriate risk assessments and control measures are made. In order to do so, members of staff must be competent to carry out appropriate risk assessments.

The Headteacher is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent, although this task may be delegated to the School Health & Safety Co-ordinator who must then report progress, issues and concerns to the Headteacher or H&S Lead.

Headteachers will ensure suitable and sufficient risk assessments are carried out for all areas within their area of responsibility, including personal risk assessments for employees and pupils as required, and that these are reviewed annually or where there has been a serious incident or significant changes of circumstances. These will be communicated to all necessary employees, contractors & visitors within their area of responsibility.

Assistance, guidance and support, in carrying out risk assessments, including templates and training, will be provided by the Trust's Health and Safety Lead or delegate.

5.2 Information and training for employees

All employees will be signposted to this policy, the school's health and safety policy and procedures, and other relevant health and safety training and documentation according to their role.

Employees will also receive information when:

- There are changes to health and safety policy or procedures
- New machinery, tools and equipment are being procured
- There are changes as a result of new or revised legislation

All new employees will be given induction training in the following:

- Fire safety
- Emergency evacuation procedures and lockdown procedures
- Arrangements for First Aid
- Procedures for reporting hazards, accidents and near misses, dangerous occurrences, incidents of violence, occupational ill-health and concerns in safety arrangements
- Risk Assessments
- Manual Handling
- Working at Height
- Housekeeping
- Lone working
- Any specific training for their particular role

The person responsible for giving induction training will be delegated by the School Headteacher (for School based staff) or the Health and Safety Lead (for non-school based Trust staff). The School Health and Safety Co-ordinator or SBM/HR Manager will be responsible for retaining the induction and training records of school staff. Tenax's central staff records will be kept by the Health and Safety Lead. All employees will be trained in safe

working practices and procedures prior to being allocated any new role. Employees will be encouraged to bring to the attention of management any training courses or training needs which they think might be appropriate. Refresher training will be provided when a) required legally or b) when recommended by the respective training provider (i.e. as recommended on the certificate) or c) following a health and safety training review.

All employees will be trained and updated in health and safety and the specific hazards of their work on a regular basis. Special training will be given for specialist roles/tasks e.g. first aid/swimming pool maintenance.

Recommended H&S training requirements for roles within the Trust is included in Appendix 1 of this policy.

5.3 Monitoring and Review of Health & Safety Policy

Employees and contractors will be consulted routinely on health and safety matters and when policy and procedures are reviewed and updated. The Board of Trustees will review this policy annually to ensure that all parts are still valid. Advice will be obtained from the Health and Safety Lead to ensure that the policy remains compliant with legislation and to assess its implementation and effectiveness. Any updates or amendments will be brought to the attention of the employees, and information, instruction and training provided where necessary.

As a means of confirming that the necessary health and safety management systems are in place and are being followed a health and safety review of processes and procedures should be completed annually. This may be conducted internally by the Health & Safety Lead or delegate or by an external independent advisor, as determined by the Board of Trustees. This may include reviewing inspections, surveys, investigations of practices/incidents and record keeping. The action points identified through these reviews will form part of the health and safety action plan.

5.4 School's Health and Safety Policy and Procedures

All schools within the Trust are required to establish school specific health and safety policy and procedures, in line with guidance provided by the Trust. These will be reviewed annually and agreed by the Headteacher, Health & Safety Co-ordinator and the Trust's Health and Safety Lead.

Appendix 1: Health and Safety Training Matrix

	Recommended Delivery Method	H&S Co-ordinator	Headteacher	Site team	EVC	Cleaner**	Kitchen staff**	Employees/Volunteers
H&S induction	Tenax slides (customised for school and role specific)	✓	✓	✓	✓	✓	✓	✓
H&S Annual refresher	Tenax slides (customised for school)	✓	✓	✓	✓	✓	✓	✓
Asbestos Management	KCC's Delta training platform	✓	✓	✓		✓		
Fire Safety	KCC's Delta training platform	✓	✓	✓		✓		
Fire warden/fire extinguisher training	TBD*	Nominated staff						
COSHH	KCC's Delta training platform	✓		✓		✓	✓	
Legionella and Water hygiene	KCC's Delta training platform	✓		✓				
Manual Handling of inanimate objects	KCC's Delta training platform	✓		✓		✓		
Working at height	TBD*	✓		✓				
Risk Assessments	Tenax training	✓	✓		✓			
Managing Building Contractors	Tenax training	✓		✓				
Inspections & Monitoring	Tenax training	✓		✓				

	Recommended Delivery Method	H&S Co-ordinator	Headteacher	Site team	EVC	Cleaner**	Kitchen staff**	Employees/Volunteers
Lone Working & remote working	Tenax training	✓						
Educational Visits	Tenax training	✓			✓			
Accident & Incident reporting	Tenax training	✓						
Supporting Children with Medical Conditions	Tenax training	✓						
Allergy awareness	TBD*	✓	✓	✓	✓	✓	✓	✓
First Aid arrangements	Tenax training	✓						
First Aid	TBD*	Nominated staff						
H&S for cleaners	TBD*					✓		
Swimming Pool testing	TBD*	Nominated staff where site has a swimming pool						
Food Hygiene Certificate	TBD*						✓	
Evac Chair Training	TBD*	Nominated staff						

*for each school to source until a single delivery method for Trust identified

**where employed by the Trust otherwise contractors to arrange & deliver suitable induction and refresher training