



Astrea Academy Trust

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Trust Health & Safety Policy

Name	Trust Health & Safety Policy
Written by	Head of Health & Safety
Internal Review	Director of Corporate Services Chief Executive Officer Health, Safety & Wellbeing Committee
Issued Date	September 2025
Review Date	September 2026 (for review annually and subject to change as required)
Policy Reference #	POL060

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1. Introduction and Scope

Astrea Academy Trust is dedicated to providing a safe and secure environment for all students, staff, visitors, and contractors across its schools, encompassing primary, secondary, and special schools. This Health & Safety (H&S) policy outlines the Trust's commitment to the safety, health, and welfare of all individuals within its schools and associated premises. It serves as a guide for implementing consistent health and safety practices across the Trust.

2. Purpose of the Policy

The purpose of this policy is to establish and maintain high standards of health and safety throughout the Trust by:

- Promoting a proactive approach to identifying, assessing, and managing risks across all school activities, facilities, and operations.
- Setting out clear responsibilities for Trustees, school leadership, and all employees, ensuring that health and safety is a shared priority across all levels.
- Providing a framework for compliance with statutory health and safety obligations, fostering a culture of continuous improvement and safety awareness.

3. Application

This policy applies to:

- **All Trust Employees:** Including teaching and support staff, leadership, and administration.
- **Students:** To ensure a safe environment for learning and personal development.
- **Visitors and Contractors:** Those working on or visiting school premises must comply with relevant health and safety practices.
- **All School Phases:** Primary, secondary, and special schools within Astrea Academy Trust, including all associated facilities, buildings, and grounds.

4. Objectives of the Policy

The objectives of this policy are to:

1. Create a safe environment for all individuals, minimising health and safety risks through effective management and clear procedures.
2. Ensure compliance with all relevant health and safety legislation and guidance.
3. Establish clear roles and responsibilities at all levels, ensuring that all employees understand their health and safety obligations.

4. Foster a proactive, collaborative safety culture that empowers staff, students, and contractors to identify and address potential risks.

5. Scope of Implementation

The Trust, supported by the Trust Head of Health & Safety, Principals, Health & Safety Coordinators, and all employees, will implement this policy through:

- Development and adherence to health and safety arrangements specific to each school phase and setting.
- Regular risk assessments, safety audits, training, and emergency planning.
- Engagement with third-party experts for specialist areas, including asbestos, fire, and legionella management, ensuring all sites meet and exceed health and safety compliance standards.

This policy is reviewed annually and updated as required to reflect changes in legislation, best practices, or Trust procedures. All individuals within the Trust's schools are expected to adhere to this policy, contributing to a safe, supportive, and compliant environment for learning and working.



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6. H&S Statement of Intent

The Board of Trustees, Astrea Executive, Principal, and Head of Health & Safety are committed to upholding high standards of health and safety (H&S) across all school operations, ensuring that the health, safety, and welfare of all staff, students, and visitors are prioritised. This policy demonstrates our commitment to continuous improvement in H&S performance, aligning with the Trust's values of **Scholarship**, **Curiosity**, and **Tenacity** in all aspects of health and safety management.

In line with the Trust's value of **Scholarship**, we are informed by the best available research and academic guidance in H&S, adhering to recognised standards and expanding on best practices where appropriate. By incorporating evidence-based approaches, we ensure that our H&S measures are effective, well-informed, and continuously reviewed to meet evolving requirements.

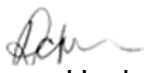
Reflecting our value of **Curiosity**, we ask challenging questions and do not take safety procedures or standards at face value. We actively seek out the best H&S practices, questioning assumptions, being inquisitive to identify new ways of enhancing safety for our students and staff. This approach allows us to go beyond compliance, fostering a culture of persistent improvement to H&S management.

Demonstrating **Tenacity**, we commit to delivering on our H&S promises, seeing them through to completion with pace and determination. We are focused on continuously improving outcomes for the safety and wellbeing of all our school communities, applying this same determination to our own performance and accountability.

Together, the Board of Trustees, Head of Health and Safety, and school leaders are responsible for ensuring that:

- H&S policies and practices meet statutory obligations and are consistently implemented.
- All staff receive the necessary information, training, and support to uphold H&S standards.
- Regular audits, inspections, and risk assessments are conducted to identify and mitigate hazards.
- Effective communication and consultation with employees on H&S matters are maintained.
- A culture of continuous improvement, informed by our Trust values, underpins all H&S actions and decisions.

This Statement of Intent is a commitment from the Trust to create and maintain a safe, healthy, and supportive environment for all, guided by our values in scholarship, curiosity, and tenacity.

CEO Signature: 
CEO Name: Rowena Hackwood
Date: Sept 2025

Principal Signature: 
Principal Name: Tony Meneagh
Date: Sept 2025

H&S Coordinator Signature: 
H&S Coordinator Name: Anthony Ward
Date: Sept 2025

Head of Health & Safety Signature: 
Head of Health & Safety Name: Dave Scott-Hepburn
Date: Sept 2025

7. Organisational Structure and Responsibilities

7.1 Board of Trustees

- Oversee and ensure compliance with Trust H&S policies across all phases.
- Allocate resources and ensure each school phase has formulated H&S plans.
- Ensure access to competent H&S advice per Regulation 7 of the Management of Health and Safety at Work Regulations.

7.2 Head of Health and Safety

- Provide strategic and operational health and safety oversight and advice across all schools, driving the implementation of safe, compliant practices integrated with safeguarding and estates management.
- Lead on the development and regular review of Trust-wide health and safety policies, ensuring compliance with statutory requirements, relevant guidance, and best practices.
- Serve as the Health & Safety Competent Person under the Management of Health and Safety at Work Regulations 1999, and as the competent person for specialist areas such as asbestos and Legionella where required.
- Deliver or organise health and safety training to ensure all staff understand their responsibilities. Raise awareness of health and safety at all levels through communications, resources, engagement, and training strategies.
- Support schools by reviewing incident data to identify trends and implement corrective actions. Conduct or coordinate health and safety audits, reporting findings to leadership teams and ensuring timely action on assigned recommendations.
- Coordinate the Trust's Health, Safety, and Wellbeing Committee alongside HR, ensuring it meets regularly and functions effectively as a forum for compliance, collaboration, and policy review.
- Support schools in meeting requirements for educational visits, using EVOLVE, OEAP, and the Trust's Educational Visits Policy.

7.3 Principal

- Oversee the implementation of robust health and safety practices, ensuring that the school operates in full compliance with Trust policies, statutory requirements, and relevant guidance.
- Appoint a competent Health & Safety Coordinator to assist in the operational implementation of health and safety duties while retaining overall accountability for the school's health and safety performance.
- Ensure that all staff, including temporary and part-time workers, have access to relevant health and safety information, policies, and training.
- Cooperate with Trust-led health and safety audits and reviews. Ensure that actions identified during audits are prioritised, assigned to appropriate staff, and addressed promptly to maintain a safe environment.

- Set the standard for health and safety practices by visibly championing compliance and fostering a culture where health and safety is integral to all school operations. The Principal must lead by example, ensuring that health and safety considerations are embedded in all strategic and operational decisions.
- Take responsibility for ensuring the school has an effective emergency response plan, including regular drills and reviews to ensure readiness for various scenarios.

Note: In the absence of the Principal these responsibilities fall to their immediate deputy.

7.4 Health & Safety Coordinator

- Nominated by the Principal; is responsible for supporting H&S operations.
- Assisting the Principal in implementing H&S policy and arrangements.
- Conducting routine H&S inspections and maintaining H&S documentation.
- Ensuring accident reporting procedures are followed and assisting in investigations as necessary.
- Providing H&S induction training for new staff and maintaining records of all H&S training.
- Coordinating with the Trust Head of Health & Safety for scheduled audits and compliance checks.

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Principal.

7.5 Department and Subject Leads or Coordinators

In secondary schools, Heads of Department manage specific high-risk areas (e.g., Science, Design Technology, PE). In primary schools, subject leads or coordinators are responsible. These roles are essential in ensuring subject-specific health and safety practices are maintained at a high standard. Responsibilities include:

- **Policy and Procedure Management:** Ensure that department or subject-specific policies, procedures, and risk assessments are regularly reviewed, up-to-date, and compliant with Trust policies, statutory requirements, and best practices. This includes adapting and applying relevant external guidance, such as CLEAPSS, where appropriate.
- **Identification and Reporting of Concerns:** Actively monitor activities within their subject area to identify health and safety risks or issues. Report any concerns, incidents, or non-compliance to school leadership in a timely manner, providing recommendations for corrective action as needed.
- **Training and Support for Staff:** Identify training needs within their department or subject area, ensuring that all staff, including teaching assistants and technicians, are appropriately trained in health and safety practices relevant to their roles. Support colleagues in understanding and implementing risk assessments, safe practices, and the correct use of equipment.
- **Risk Management:** Ensure that risk assessments are in place and consistently applied for all activities within their subject area. This includes reviewing and updating

assessments as needed, particularly for higher-risk activities or when new equipment or materials are introduced.

- **Equipment and Resources:** Oversee the safe use, maintenance, and storage of equipment, tools, and materials within their area of responsibility. Ensure that any defective or unsafe equipment is promptly removed from use and reported.

7.6 All Employees

Every Trust employee has a personal responsibility to contribute to a safe and healthy environment for themselves, students, colleagues, and visitors. All employees are expected to actively engage in health and safety practices, as outlined below:

- **Personal Responsibility for Safety:** Employees are required to take reasonable¹ care of their own health and safety and the safety of others affected by their work. This includes adhering to Trust policies and procedures, following risk assessments, and using equipment safely and correctly.
- **Compliance with Safe Working Practices:** Employees must follow safe working procedures, particularly those relevant to their specific role, such as using protective equipment and adhering to control measures outlined in risk assessments. Employees working in areas with specific risks (e.g., Science labs, Design Technology workshops, early years settings) are expected to understand and comply with department-specific health and safety requirements.
- **Incident Reporting:** Employees are responsible for promptly reporting any accidents, incidents, near-misses, or unsafe conditions. Reports should be made through the Trust's incident reporting system, 'every', or directly to a line manager where necessary. Timely reporting ensures that hazards are addressed, and appropriate corrective actions are taken to prevent future incidents. Employees should ensure they provide sufficient details, including the date, time, location, and a description of the incident or hazard.
- **Hazard Identification and Feedback:** Employees are encouraged to proactively identify potential hazards and suggest improvements to health and safety practices. Reporting hazards, unsafe equipment, or other health and safety concerns helps maintain a proactive safety culture within the Trust.
- **Training and Development:** Employees must participate in mandatory health and safety training and attend additional training relevant to their role. This includes fire safety, first aid (where applicable), manual handling, and any other specialist training required for their position.
- **Collaboration and Communication:** Employees are expected to cooperate with Trust policies, participate in health and safety meetings when relevant, and actively engage in discussions to improve safety standards. Collaboration with colleagues and

¹ For the purposes of this policy, "reasonable" refers to actions or behaviours that are sensible, appropriate, and proportionate to the risks present, considering the employee's level of training, knowledge, and experience, as well as the circumstances in which they are working.

compliance with guidance from the Health & Safety Coordinator and Trust Head of Health & Safety is essential for maintaining a safe environment.

- **Appropriate Use of Equipment:** Employees must only use machinery, equipment, or substances that they are trained and authorised to use. If unsure about the safe operation of any equipment or material, employees must seek guidance before use.
- **Contributing to a Positive Health & Safety Culture:** By adhering to and promoting safe practices, reporting hazards, and supporting the Trust's values of **Scholarship**, **Curiosity**, and **Tenacity** in health and safety, employees contribute to a positive safety culture. This includes setting a good example for students, particularly in modelling safe behaviour and responsible use of equipment and resources.

In summary, all employees play an integral role in the Trust's health and safety efforts. Through active participation, reporting, and adherence to Trust policies, employees help ensure a safe, compliant, and supportive environment for the entire school community.

7.7 Facilities Management Contractor (Amey) – PFI Schools

Amey is responsible for the day-to-day facilities management of Astrea Academy Dearne and Netherwood Academy. This includes all hard services (building maintenance, building services systems, and grounds upkeep) and relevant soft services (such as cleaning and building security, as defined in the PFI agreement). Amey must ensure that the school buildings and fixed equipment are kept in safe condition and that all statutory maintenance and testing, for example, fire detection/alarm system servicing, emergency lighting checks, gas and electrical safety inspections, Legionella water monitoring, and lift inspections, are performed at the required intervals. Amey also implements necessary remedial works or repairs to address any facilities-related hazards.

- **Local Authority (BMBC):** Barnsley MBC (BMBC) ensures that Amey delivers facilities services according to the contract specifications and statutory requirements. The local authority typically conducts monitoring and contract reviews with Amey (e.g. regular contract meetings or audits) to verify compliance with health and safety obligations. BMBC also serves as a key point of contact for the Trust when higher-level issues or variations need to be addressed under the PFI agreement. In practice, if the school or Trust identifies serious maintenance or safety shortcomings, these can be escalated to BMBC to enforce contract remedies.
- **School Leadership and Astrea Trust:** Even with many site services outsourced, the Principal and school leadership (supported by the Astrea Head of Health & Safety) retain ultimate responsibility for the safety of occupants and activities on site.

8. Arrangements and Procedures

8.1 General Health & Safety Management

Astrea Academy Trust follows a structured approach to Health & Safety management, encompassing the following general arrangements to promote a safe, compliant environment across all schools:

- **Risk Assessments:** Schools are responsible for identifying and assessing risks associated with daily activities, curriculum areas, and school operations. Risk assessments must be reviewed annually or when significant changes occur. Guidance

is provided by the Trust Head of Health & Safety to ensure best practice and compliance with statutory requirements.

- **Incident Reporting and Investigation:** All incidents, accidents, and near-misses must be reported promptly using the Trust's designated reporting system ('every'). The Health & Safety Coordinator, in collaboration with the Principal, will investigate incidents to identify root causes and implement corrective actions.
- **Health & Safety Audits and Inspections:** Schools undergo regular H&S audits and inspections led by the Trust Head of Health & Safety, with action plans developed based on findings to maintain and improve safety standards.
- **First Aid Provision:** Schools must ensure an adequate number of trained first aiders are available and that first aid kits are well-stocked, in date, and accessible throughout the premises. First aid training is updated as required, with records maintained by the Health & Safety Coordinator.
- **Safety Noticeboard:** A central H&S noticeboard is maintained in each school to display relevant H&S information, including emergency contacts, first aid locations, and policy updates.
- **Medical Needs and First Aid:** In addition to first aid provision, schools must meet the statutory requirements set out in Supporting Pupils with Medical Conditions at School (DfE, 2015). Each school is required to have clear procedures for managing pupils with medical conditions, including the safe storage and administration of medicines, and to ensure these arrangements are integrated with health and safety and safeguarding responsibilities. Health Care Plans for individual pupils must be maintained, and staff provided with appropriate training.
- **Contractor Management (non-PFI schools):** Schools are responsible for ensuring that all contractors working on site are competent and safe. This includes checking risk assessments and method statements (RAMS), issuing permits to work for high-risk activities, and confirming safeguarding checks such as DBS clearance where applicable. Contractors must be supervised as required, and schools should ensure that disruptive or hazardous works are scheduled safely and communicated to staff.
- **Display Screen Equipment (DSE):** The Trust recognises its duty under the Display Screen Equipment Regulations 1992. Schools must ensure that DSE users (e.g. office-based staff) are provided with assessments, appropriate equipment, and adjustments where required. Staff are encouraged to report any concerns about workstation setup, so that early intervention can prevent health issues.
- **Lone Working:** Certain roles, such as site staff, cleaners, and peripatetic workers, may require lone working. Each school must ensure that lone working activities are risk assessed and that appropriate controls are in place, including safe systems of work, communication arrangements, and escalation procedures in the event of an emergency.

8.2 Asbestos Management

Astrea Academy Trust partners with **Lancall Yorkshire Ltd** to ensure safe and compliant management of asbestos across all sites, following the Control of Asbestos Regulations 2012. Our asbestos management includes:

- **Asbestos Register:** Each school maintains an up-to-date asbestos register accessible to staff and contractors.
- **Asbestos Management Plan (AMP):** Each site has an AMP, covering routine inspections and condition monitoring.

- **Head of Health & Safety and Lancall Support:** The Trust Head of Health & Safety, in collaboration with **Lancall Yorkshire Ltd**, ensures statutory compliance and provides expert support for asbestos management.
- **Staff Training and Awareness:** Schools are responsible for ensuring staff and contractors are informed and trained in asbestos awareness, covering procedures for safe handling and reporting.
- **Emergency Procedures:** Schools follow procedures for any asbestos disturbance, with **Lancall Yorkshire Ltd** consulted for necessary interventions.

8.3 Legionella Management

In partnership with **Hydro-X**, the Trust follows Health and Safety Executive's Approved Code of Practice (L8) for Legionella management, with procedures that apply across all school phases:

- **Legionella Risk Assessment:** Schools perform 2 yearly assessments with Hydro-X, updated as necessary.
- **Water System Maintenance:** Routine flushing, temperature checks, and annual inspections are mandatory.
- **Head of Health & Safety and Hydro-X Support:** The Trust Head of Health & Safety collaborates with Hydro-X to ensure compliance, with support provided for training and system management.
- **Record-Keeping:** Schools keep a logbook of all Legionella checks and maintenance.
- **Incident Response:** Schools follow Hydro-X protocols for disinfection in case of elevated Legionella risks, notifying the Trust Head of Health & Safety as needed.

8.4 Fire Safety

In accordance with The Regulatory Reform (Fire Safety) Order 2005, Astrea Academy Trust is committed to comprehensive fire safety management across all sites, with a third-party provider engaged to conduct fire risk assessments.

- **Fire Risk Assessment:** A third-party fire safety provider performs annual fire risk assessments for each school. These assessments are updated if there are significant changes to the premises or usage.
- **Fire Safety Plan:** Each school maintains a Fire Safety Plan, covering evacuation procedures, fire drills, and designated escape routes. Fire plans are reviewed annually and updated following fire risk assessment recommendations.
- **Evacuation Procedures and Drills:** Schools are required to conduct termly fire drills to ensure that all staff and students are familiar with evacuation routes and assembly points.
- **Trust Head of Health & Safety Oversight:** The Trust Head of Health & Safety provides guidance on fire safety compliance, ensuring alignment with the fire risk assessment findings and the Regulatory Reform (Fire Safety) Order 2005.
- **Fire Safety Training:** All staff receive annual fire safety training, covering the use of fire extinguishers, evacuation procedures, and identifying fire hazards.
- **Fire Safety Equipment and Maintenance:** Schools are responsible for ensuring that fire detection and alarm systems, extinguishers, and emergency lighting are

maintained, tested regularly, and inspected by qualified personnel as recommended by the third-party provider.

8.5 Educational Visits

Astrea Academy Trust is committed to the safe planning and execution of educational visits, drawing on guidance from **David Armstrong**, Outdoor Education Adviser with the Directorate for Children, Young People and Families at Barnsley Metropolitan Borough Council.

- **Risk Assessment and Planning:** Schools complete risk assessments for all visits, using the EVOLVE platform and complying with OEAP standards.
- **EVOLVE System:** Schools must use EVOLVE for planning and approval of all off-site visits, ensuring consistent documentation and oversight.
- **David Armstrong – Partner Adviser:** David Armstrong provides guidance on visit safety, including risk management and emergency procedures. Schools can consult him via the Trust for support on complex or high-risk visits.
- **Head of Health & Safety Oversight:** The Trust Head of Health & Safety alongside David Armstrong ensure educational visit compliance, advising schools on best practices and safety requirements.

8.6 Control of Substances Hazardous to Health (COSHH)

Astrea Academy Trust is committed to managing substances hazardous to health safely, following the Control of Substances Hazardous to Health (COSHH) Regulations. Each school is required to follow these COSHH arrangements to reduce risks associated with hazardous substances:

- **COSHH Risk Assessments:** Each school must conduct COSHH risk assessments for all hazardous substances used on-site, including cleaning products, science chemicals, and materials used in art, design, and technology. Assessments should identify potential hazards, required controls, and safe handling practices.
- **Safe Storage and Labelling:** Hazardous substances must be stored securely in designated areas, with appropriate labelling and safety information available. Flammable or reactive substances should be stored separately in compliance with COSHH requirements.
- **Material Safety Data Sheets (MSDS):** MSDS must be maintained for all hazardous substances, detailing properties, hazards, storage, handling, and emergency measures. These sheets should be accessible to all relevant staff.
- **PPE and Control Measures:** Appropriate personal protective equipment (PPE) and other control measures (e.g., ventilation or fume hoods) must be provided and used when handling hazardous substances, as specified in the COSHH assessment.
- **COSHH Training and Awareness:** Staff involved in handling or supervising the use of hazardous substances must receive COSHH training. This includes training on safe handling, storage, spill response, and use of PPE. Further details on the processes and practical guidance can be found in the Trust Health & Safety Handbook.
- **Spill and Emergency Procedures:** Each school must have a plan for dealing with spills or exposure incidents involving hazardous substances. Emergency procedures should be communicated to all relevant staff, and spill kits or other containment measures should be readily accessible.

8.7 Critical Incident Management

Astrea Academy Trust recognises the importance of planning and preparedness for critical incidents, which are events that require an immediate and coordinated response to protect the safety and welfare of students, staff, and the school community. Critical incident management arrangements are as follows:

- **Critical Incident Plan:** Each school must have a Critical Incident Plan tailored to its specific environment and risks. The plan should address potential scenarios, including severe weather, intruder incidents, lockdown situations, and other emergencies that could disrupt school operations or pose risks to individuals on-site.
- **Roles and Responsibilities:** Key roles in the Critical Incident Plan must be assigned to staff, including an Incident Coordinator, Communication Lead, First Aid Lead, and Site Security Lead. These roles are responsible for executing the plan and maintaining clear communication during an incident.
- **Training and Drills:** Schools must conduct regular training for staff on critical incident procedures, including drills to test the response plan. Staff should be trained in roles, evacuation routes, lockdown procedures, and safe assembly points.
- **Communication Protocols:** The Critical Incident Plan must include clear communication protocols, detailing how to inform staff, students, parents, emergency services, and the Trust Head of Health & Safety during an incident. The plan should specify primary and backup methods of communication, including use of school systems, text alerts, and designated contact points.
- **Coordination with Emergency Services:** Schools must liaise with local emergency services to ensure a coordinated response during a critical incident. Contact information for emergency responders should be easily accessible within the Critical Incident Plan.
- **Post-Incident Review and Support:** Following any critical incident, a review must be conducted to assess the effectiveness of the response. The Trust Head of Health & Safety will work with school leaders to document lessons learned, update the Critical Incident Plan if necessary, and provide support resources for affected staff and students.

8.8 PFI Schools

Astrea Academy Trust operates two schools under a Private Finance Initiative (PFI) arrangement: Astrea Academy Dearne and Netherwood Academy. Under this model, Barnsley Metropolitan Borough Council (BMBC) and the contracted facilities management provider (Amey) have primary responsibility for the maintenance and safety of the premises and fixed assets at these sites.

- **Premises Risks:** Amey conducts risk assessments and safe systems of work for all maintenance and facilities operations under its control. This includes assessing risks for building plant rooms, contractors' work on site, water systems (Legionella control), fire systems, etc. For example, Amey's team will manage risks associated with hot water systems (scalding/Legionella), heating and electrical plant, and construction or repair activities. They implement appropriate controls (e.g. permits to work for hot works, isolation procedures, use of PPE, etc.) to protect their workers, staff, and students during any maintenance tasks. The school expects Amey to provide method

statements and risk assessments for any high-risk work and to schedule disruptive or hazardous tasks outside of school hours where possible. If any condition poses an immediate risk (for instance, a structural defect or a legionella test failure), Amey must take prompt action to control the hazard and inform the school leadership.

- **Shared and Overlapping Risks:** There are areas where cooperation is essential. For example, fire safety is a shared responsibility: Amey maintains the alarm and detection systems and keeps fire exits operable, while the school manages evacuation drills and training.
- **Statutory Compliance Assurance:** All legal compliance areas that are normally addressed in sections 4.2–4.4 of this policy (e.g. asbestos, legionella, fire safety) are expected to be fully managed by Amey to the same or higher standard as in other Astrea schools. The PFI contractor is contractually obligated to keep the premises in compliance with health and safety law and relevant guidance.
- **School and Trust Oversight:** The school's leadership and the Astrea central team maintain oversight by monitoring key indicators of compliance. The Health & Safety Coordinator at each PFI school ensures that scheduled testing and maintenance visits by Amey occur on time (for instance, noting when the sprinkler system or alarm is due for service and confirming it's done). If any compliance area is found lacking or overdue, the issue is escalated to Amey management and BMBC immediately. Additionally, the Astrea Head of Health & Safety includes PFI schools in the Trust's internal H&S audit programme (as per section 6.1 of this policy). During these audits, even though site maintenance is outsourced, the auditor will review evidence of compliance checks and may inspect the premises alongside the Amey site manager. Any deficiencies or hazards identified are recorded in an action plan. It is expected that Amey will promptly rectify any issues within its remit, and the school will address any issues within its control. This cooperative monitoring ensures continuous improvement and that no gaps exist between the Trust's safety expectations and the contractor's service delivery.

In summary, the PFI schools operate within a framework where facilities management responsibilities are largely handled by an external contractor, but oversight and ultimate accountability remain with the Trust and school leadership.

9. Communication and Training

9.1 Induction and Ongoing Training

- All new employees across all phases receive H&S training at induction, including policy information, risk assessments, fire procedures, and accident reporting.
- H&S Coordinators complete IOSH accredited Health & Safety for School Professionals.
- Principals complete IOSH Leading Safely or equivalent.

9.2 Communication

- The Trust is committed to consulting with employees on health and safety matters. Consultation takes place through the Trust Health, Safety and Wellbeing Committee,

local staff forums, and recognised trade union representatives. This ensures that staff are actively involved in shaping safe practices.

- H&S information, updates, and procedures are disseminated via noticeboards, newsletters, emails, intranet and staff meetings. Schools must maintain an up-to-date H&S noticeboard accessible to all staff and visitors.

10. Monitoring and Review

10.1 Internal and External Audits

- Schools conduct and participate in regular H&S audits, with action plans monitored by the Trust Head of Health & Safety. Audit findings are reviewed, and corrective actions implemented promptly.
- As part of its commitment to robust external scrutiny, the Trust also engages with reviews conducted through the Department for Education's Risk Protection Arrangement (RPA) scheme. These RPA reviews assess a range of health and safety, fire safety, and estates compliance measures, and are carried out by independent specialists on behalf of the RPA. Where reviews are undertaken, their findings are treated as formal external audits, and schools are expected to respond with clear action plans.

10.2 Policy Review

- This policy is reviewed annually or following any significant H&S incidents, with amendments communicated Trust-wide.

11. Supporting Documentation and References

- **Related Policies:** This policy is supported by other Trust policies, including Safeguarding and Educational Visits.
- **External Guidance:** OEAP, CLEAPSS and HSE guidelines are used to ensure compliance in educational visits, risk management, and best practices across all phases.
- **Trust H&S Handbook:** This Handbook provides detailed guidance on implementing health and safety processes, including risk assessments, COSHH procedures, incident reporting, and emergency response. It serves as a practical companion to this policy.
- **Legislation:** This policy is underpinned by key UK health and safety legislation, including but not limited to:
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Control of Asbestos Regulations 2012
 - Control of Substances Hazardous to Health Regulations 2002 (COSHH)
 - Regulatory Reform (Fire Safety) Order 2005
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Display Screen Equipment Regulations 1992
 - Equality Act 2010