Health and Safety Policy Statement

The Redhill Academy Trust Executive Board is firmly committed to doing all that is reasonably practicable to protect the health, safety and wellbeing of our employees, students and any other person affected by our activities through applying the high standards set out within this policy statement and in accordance with the Health and Safety at Work Act 1974.

Redhill Academy Trust will in particular take all reasonably practicable steps to:

- Provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities.
- Provide information, instruction, training and supervision to enable employees to perform their duties.
- Undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities.
- Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls.
- Make available all necessary safety devices and protective equipment and supervise their use.
- Take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety.
- Be prepared for emergencies such as fire and medical emergencies and investigate incidents of injury or ill health accordingly.
- Promote a positive health and safety culture within the organisation by consulting with employees on health and safety matters, directly and through media and safety representatives.

Redhill Academy Trust is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support. Redhill Academy Trust utilises a combination of internal and external specialists to provide competent health and safety advice.

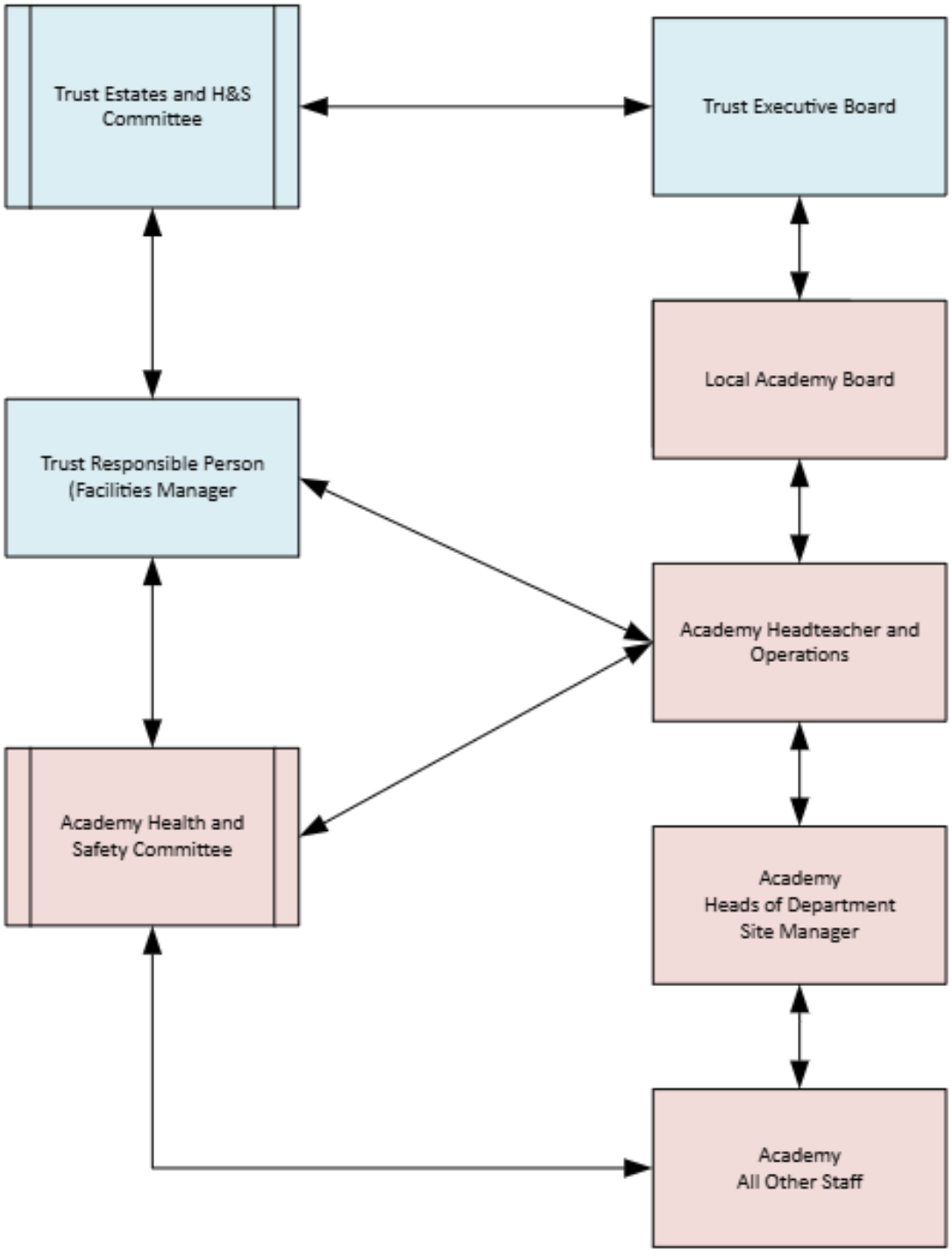
It is the responsibility of the Trust Executive Board to monitor the implementation of this policy statement and the Trust's overall health and safety performance by receiving regular health and safety reports from and commissioning and considering the results of a health and safety audit, conducted on an annual basis, reporting to the Trust Executive Board accordingly.

The Health and Safety Policy Statement and the Organisation and Arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the Trust or the nature of the Trust's activities.

Signed: Mr S. Healy Date: 2nd July 2025.

REDHILL ACADEMY TRUST

Health and Safety Organisation Chart



REDHILL ACADEMY TRUST

Trust Executive Board

The Trust Executive Board has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates responsibility for implementation to the individual Academy Governing Body and the Trust Facilities Manager acting as the responsible person.

The Trust Executive Board will ensure that:

- The Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Adequate insurance cover is provided through the RPA and renewed accordingly.
- Those with designated health and safety responsibilities are provided with support to enable health and safety objectives to be met.
- A positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
- A system of communication and consultation with employees is established.
- Effective training programmes have been put into place.
- An annual report on safety performance and compliance is presented to the Board.

Academy Governing Body and Responsible Person

The Academy Governing Body in conjunction with the Responsible Person are the designated persons with overall responsibility for ensuring compliance with Health and Safety legislation in each Academy. They will ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created, and progress monitored.
- Competent persons are appointed to provide health and safety assistance and advice.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- Statutory examinations are planned, completed and recorded.
- There is regular communication and consultation with staff on health and safety issues.
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and ‘near miss’ incidents at work are recorded, investigated and reported.
- Safety issues raised are thoroughly investigated and when necessary, further effective controls implemented and communicated to staff.

- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- Health and safety objectives are set and their achievement is measured and reported in the annual report.

Academy Headteacher and Operations Manager

The individual Headteacher and Operations Manager will ensure that in their areas of control:

- They actively lead the implementation of their Health and Safety Policy.
- They monitor their staff to ensure that they work safely.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- They communicate and consult with staff on health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and when necessary, further effective controls implemented.
- Premises, plant and work equipment are maintained in a safe condition.
- Statutory examinations are planned, completed and recorded.
- Personal Protective Equipment (PPE) is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for fire and first aid are established.
- Any safety issues that cannot be dealt with are referred to the Health and Safety Committee for action.
- Welfare facilities provided are maintained in a satisfactory state.
- Health surveillance (if required) is carried out and records are kept.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Health and safety notices are displayed.
- Agreed safety standards are maintained particularly those relating to housekeeping.
- Health and safety rules are followed by all.

Heads of Department and Site Manager

The Heads of Department and Site Manager will ensure that in their areas of control:

- They implement their Health and Safety Policy.
- They supervise their staff to ensure that they work safely.
- They communicate and consult with staff on health and safety issues.
- Health and safety rules are followed by all.

- They encourage staff to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated and when necessary, further effective controls implemented and communicated to staff.
- Any safety issues that cannot be dealt with are referred to the Health and Safety committee for action.
- Safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Personal Protective Equipment (PPE) is readily available and maintained and relevant staff are aware of the correct use and the procedures for replacement.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Risk assessments are completed, recorded and regularly reviewed, with any changes being brought to the attention of staff who may be affected.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of local health and safety rules and procedures.
- Health and safety notices are displayed.
- Agreed safety standards are maintained particularly those relating housekeeping.

Health and Safety Committee

The Health and Safety Committee's responsibility is to facilitate communication and consultation on health and safety issues across the Academy. They are responsible for ensuring that:

- Management are advised of relevant changes in health and safety legislation, codes of practice and industry standards.
- Risk assessment requirements are co-ordinated and the implementation of any actions required is monitored.
- Risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected.
- Regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided.
- Provide advice on health and safety training requirements.
- Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities.
- Assist in investigating and recording accident investigations.
- Contact with external organisations such as the emergency services is co-ordinated.
- Health assessment requirements are identified and advised to management.
- The schedule of statutory examinations of plant and equipment is maintained and managers are made aware of impending examinations.
- There is regular communication and consultation with staff on health and safety issues.
- Health and safety issues raised by employees are discussed and considered for action.
- Health and safety performance and standards are monitored.

- Trends in accident statistics across the Academy are identified and making recommendations for action.
- Health and safety is promoted and new initiatives are considered to progressively improve standards in all areas.
- Employees are aware of significant changes to our health and safety policy documentation.

All Employees

All employees must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others affected by their actions.
- Observe the safety rules.
- Comply with the Health and Safety Policy.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- Use all safety equipment and/or protective clothing as directed.
- Avoid any improvisation of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report defects to their line manager.
- Report any safety hazard or malfunction of any item of plant or equipment to their line manager.
- Report all accidents to their line manager whether an injury is sustained or not.
- Attend as requested any health and safety training course.
- Observe all laid down procedures for processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.