

HEALTH AND SAFETY POLICY

Applicable to:	All staff in all academies and Central Support Services including individuals employed by the Trust, contractors, and agency staff All Members and Trustees
Dissemination:	The policy will be available to staff via iAM Compliant and Trust website
Training:	All staff, at commencement of employment, and annual refresher: • Access training course - Health and Safety Introduction
Review Frequency:	The policy will be reviewed annually. The policy will be reviewed earlier if needed in the light of new evidence, legislation and guidance
Agreement Author:	Charlie Graham - Head of Estates
Executive Policy Owner:	Kyle Taylor - Interim- Chief Executive
Approval by:	Level 1 - Board of Directors
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Introduction

This policy outlines The Howard Academy Trust's commitment to safeguarding the health, safety, and wellbeing of all students, staff, visitors, and contractors by preventing accidents and managing risks effectively.

It provides a clear framework for compliance with health and safety legislation and promotes a culture of responsibility, awareness, and continuous improvement. The policy supports a safe working and learning environment through clear leadership, defined responsibilities, robust procedures, regular training, and ongoing review.

Policy Statement

Health and safety is a core priority for The Howard Academy Trust and its academies. This policy sets out how we maintain safe and healthy environments for students, staff, contractors, and visitors. It is underpinned by a shared responsibility across the Trust and supported by clear procedures, training, and a culture of safety awareness.

This policy will be implemented through the following actions:

- **Appoint competent staff** to oversee the health and safety in their areas, including a qualified Head of Estates. All academy-based Site Teams will receive appropriate training.
- **Allocate sufficient resources** - both financial and operational - to manage health and safety risks effectively.
- **Maintain a robust Health and Safety Policy**, ensuring compliance with legal requirements and that all staff read and understand it annually.
- **Seek external expertise** to enhance internal health and safety practices where needed. Including appointing an external health and safety package which provides expert advice and conducts regular audits.
- **Review and monitor arrangements annually** to ensure they remain effective and up to date.
- **Set measurable goals** and implement action plans to drive continuous improvement.
- **Promote a positive safety culture**, with leaders modelling best practice.
- **Prevent work-related incidents** through effective estate management and through risk assessments.
- **Provide safe equipment and working methods**, regularly reviewed in line with regulations.

Legal and Regulatory Framework

This policy is in accordance with the legislation below:

- Health and Safety at Work, etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Control of Substances Hazardous to Health (COSHH) Regulations 1992.
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Construction (Design and Management) Regulations (CDM) 2015.
- Provision and Use of Work Equipment Regulations (PUWER) 1998.

- Personal Protective Equipment at Work Regulations 1992 (amended 2022).
- Regulatory Reform (Fire Safety) Order 2005.
- The Fire Safety Act 2021/2023.
- Education (Academy Premises) Regulations 1999.
- School Premises (England) Regulations 2012.
- Building Regulations 2010 (as amended).
- The Ionising Radiation Regulations (IRR17) 2017.

Further to the above legislation, this policy is also in accordance with:

- The Academy Trust Handbook.
- DfE: Health and Safety: Responsibilities and Duties for Schools 2022.
- HSE: Managing Health and Safety in Schools Checklist.
- Building Bulletin 93: Acoustic Design of Schools.
- Building Bulletin 100: Design for Fire Safety in Schools.
- CLEAPSS Guidance for Science and D&T Safety.
- Natasha's Law (Food Information Amendment 2019).
- Martyn's Law (Terrorism (Protection of Premises) Act 2025).
- Benedict's Law (Children's Wellbeing and Schools Act 2026).

Roles and Responsibilities

Board of Trustees, supported by the Chief Executive Officer (CEO)

The Board of Directors is responsible for providing strategic oversight of health and safety across the Trust. Responsibilities include:

- Approving and reviewing the Trust's Health and Safety Policy.
- Ensuring suitable health and safety arrangements are in place across the Trust.
- Monitoring significant health and safety risks, incidents and compliance matters.
- Receiving assurance that statutory duties are being met.
- Ensuring sufficient resources are available to manage health and safety effectively.
- Promoting a positive health and safety culture throughout the Trust.

Head of Estates, supported by the Central Estates Team

The Head of Estates is responsible for the strategic leadership, development and monitoring of health and safety arrangements across the Trust. Responsibilities include:

- Developing, reviewing and updating the Health and Safety Policy.
- Coordinating the implementation of Trust-wide health and safety procedures.
- Ensuring compliance with relevant health and safety legislation and guidance.
- Liaising with the Trust's appointed Health and Safety Advisor and external consultants.
- Providing professional advice and support to Principals, Site Teams and senior leaders.

- Reviewing health and safety audits, inspections and accident trends.
- Coordinating Health and Safety Introduction training and ensuring training records are maintained through the Trust's Learning Management System (LMS).
- Supporting the commissioning and review of risk assessments across the Trust.
- Monitoring compliance through audits, inspections and performance reporting.
- Escalating significant health and safety concerns to the Chief Finance and Operations Officer and Chief Executive Officer.
- Supporting the management and monitoring of contractors across Trust sites.
- Supporting academy-based Site Teams and Cluster Leads with the implementation of corrective actions arising from inspections, audits and risk assessments.

Chief Finance and Operations Officer (CFOO)

The Chief Finance and Operations Officer provides strategic oversight and support for health and safety management across the Trust. Responsibilities include:

- Ensuring adequate resources are available to manage health and safety effectively.
- Supporting the development and review of the Health and Safety Policy.
- Providing oversight of health and safety performance and compliance.
- Reviewing significant incidents, enforcement actions and strategic risks.
- Supporting the implementation of improvements identified through audits and inspections.

Principals

Principals are responsible for the effective implementation of health and safety arrangements within their academy. Responsibilities include:

- Ensuring health and safety procedures are embedded within daily academy operations.
- Scheduling and overseeing emergency drills and exercises, including evacuation and lockdown procedures.
- Commissioning, reviewing and approving academy-specific risk assessments.
- Ensure a sufficient number of trained first aiders and fire wardens are always available.
- Monitoring compliance with academy health and safety procedures.
- Ensuring staff understand and fulfil their health and safety responsibilities.
- Supporting investigations into accidents, incidents and near misses where required.
- Working with the Head of Estates and Site Team to maintain safe premises.

Site Teams

Academy-based Site Teams are responsible for the day-to-day operational management of health and safety on academy sites. Responsibilities include:

- Managing daily health and safety operations across academy buildings and grounds.
- Delivering health and safety inductions and site briefings for contractors.
- Undertaking weekly workplace inspections, including checks of housekeeping, signage, walkways, welfare facilities and external areas.

- Maintaining health and safety records, including inspection records, risk assessments and maintenance documentation.
- Reporting health and safety concerns and escalating issues where necessary.
- Supporting emergency drills and exercises.
- Implementing actions arising from risk assessments, audits and inspections.
- Coordinating routine maintenance activities.
- Monitoring contractor activities whilst on site.
- Assisting with accident investigations and corrective actions.

Heads of Department/Academy SLT Line Managers

- Ensuring appropriate departmental risk assessments are in place and reviewed.
- Ensure safe practices in lessons and departmental areas.

First Aiders

- Provide first aid within the scope of their training and ensure all incidents are recorded appropriately.
- Support the academy is maintaining adequate first aid provision.

All Staff

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Follow Trust health and safety procedures and report hazards, incidents, and unsafe conditions promptly.

Arrangements

Maintaining accurate and current safety records is essential to a robust health and safety system. This section details the Trust's safety documentation and identifies the individuals responsible for keeping these records up to date.

Health and Safety Records Management

Location	Documentation Held	Person Responsible
iAM Compliant	• Statutory check records • Fire drill records • Lockdown drill records • H&S Audit reports • Fire Risk Assessments • Policies • Trust-wide Risk Assessments • Help Desk issues and defect logs	• Head of Estates • Central Estates Team • Academy-based Site Teams
Access LMS	• Training records • New starter induction	• Head of HR • Central HR Team

	checklists	• Principals • Line Managers
Academy Buildings (Local Records)	• First aid logs and incident records (staff and students) • Personal Emergency Evacuation Plans (PEEPs) • Emergency preparedness documentation, including grab bags and Business Continuity information	• Principals • Academy-based Site Teams

The Trust retains all health and safety records in accordance with the required retention periods, using iAM Compliant for previous statutory check records. Historical records and risk assessments are regularly reviewed to identify areas for improvement and inform necessary changes during reviews.

Safety Review, Monitoring, and Evaluation Procedure

Health and safety monitoring across the Trust is led by the Head of Estates, supported by a subscription to an external health and safety advisory body. This ensures that all Trust academies maintain safe environments and remain compliant with relevant standards.

The Board/Finance, Audit, and Resources Committee, on behalf of the Board, is notified of:

- Changes in key personnel.
- Organisational changes within the Trust that may affect health and safety.
- Implementation of new strategic processes.
- Significant alterations to premises or changes in their designated use.
- Major legislative updates.
- Findings from accident investigations (internally or externally undertaken for serious accidents - broken bones, hospitalisation, etc.), including outcomes of civil claims.
- Results of employee consultations regarding health and safety.
- Any enforcement actions taken by regulatory bodies such as the HSE or local authority.

Health and safety provision is regularly evaluated, and improvements are implemented where necessary, subject to available funding. Where funding is limited, alternative measures are introduced to mitigate risks to an acceptable level. The Trust utilises its School Condition Allocation to resolve major H&S issues, in order of condition/severity.

Daily monitoring of safe working practices is essential and carried out across all operational areas, including kitchens, cleaning cupboards, staffrooms, laboratories, and design technology studios.

Accidents, Incidents, and Near Misses

All accidents, incidents, and near misses occurring on Trust premises or during academy activities must be reported, recorded, and investigated where appropriate.

- Any member of staff present at the time of an incident must ensure it is reported promptly to the school office or first aider.
- A qualified first aider should assess any injury and provide treatment within the scope of their training. Emergency medical assistance must be sought immediately where required.

- Parents/carers must be informed of serious injuries involving students as soon as practicable. Medical treatment must not be delayed if a parent or guardian cannot be contacted.
- Individual healthcare plans will be maintained for students requiring regular or emergency medication.

Recording and Investigation

- All accidents, incidents, and near misses must be recorded using the Schools reporting procedures.
- Staff involved in, or witnessing, an incident may be required to provide a written account of what occurred and any action taken.
- Serious incidents must be reported to the Head of Estates, immediately, who will determine whether further investigation or reporting under RIDDOR is required.
- Investigations may be undertaken to identify root causes, establish lessons learned, and prevent recurrence.
- The Board of Directors will be informed of any RIDDOR-reportable and near miss accidents and other significant health and safety events.
- Any remedial actions identified through an investigation must be implemented and monitored to completion.

Lone Working

Certain roles within the Trust may require staff to work alone or one-on-one with students. Lone working presents increased health and safety risks, and the academy has established procedures to identify and manage these risks effectively.

All individuals identified as lone workers - including staff, students, contractors, and visitors - will receive access to the Trust's Lone Working Risk Assessment. Specific risk assessments will be conducted where relevant.

Staff are advised to:

- Avoid lone working where possible by arranging to work in pairs or groups.
- Sign in and out of the site.
- Always carry a mobile phone or academy telephone while working alone.
- Inform a colleague or supervisor of their expected arrival, duration of stay, and departure time.
- Always prioritise their own health and safety (and any students if with a student) and never put themselves in a compromising position.
- Follow fire evacuation procedures and attend designated assembly points to ensure they are accounted for during emergencies.

If a lone worker becomes ill or encounters difficulties, they should use their phone to contact the Principal, Head of Estates, their nominated contact, or emergency services.

The following activities must not be carried out alone unless a suitable risk assessment and mitigation plan has been approved by the Head of Estates:

- Working at height.
- Manual handling of heavy or bulky items.
- Transporting an injured person (unless in an ambulance).

The Trust has a contracted alarm monitoring and response service. Nominated keyholders may be required to attend alarm activations outside of normal hours. All alarms are monitored and forwarded to a local security company for immediate response.

Keyholders must:

- Never attend or enter the site alone during an alarm callout.
- Look for signs of intrusion.
- Take appropriate action, such as contacting the Police.

When attending a callout, staff should ensure they have:

- Identification (e.g. staff ID badge).
- A torch of adequate size and brightness.
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- A mobile phone.

Keyholders must remain vigilant and prioritise personal safety. Upon arrival:

- Approach the main entrance first.
- Be aware that your presence may disturb an intruder.
- If an intruder is suspected, withdraw immediately and contact the Police.
- Do not attempt to confront or apprehend anyone.

Before entering the building, check for:

- Suspicious or unfamiliar vehicles nearby.
- Signs of forced entry (e.g. broken glass, damaged doors/windows).
- Unusual lighting or use of flashlights inside.
- Any noises from within or around the building.

If there is any indication of an intruder, do not enter - withdraw and contact the Police. Do not use the building's phone in such cases.

If no signs of intrusion are found:

- Enter the building cautiously.
- Inspect for internal signs of forced entry.
- Switch on necessary lights and reset the alarm.
- If evidence of intrusion is discovered, withdraw and notify the Police.
- Avoid disturbing the scene.

One-to-one lessons must comply with the Trust's safeguarding policies. Students must not be on site without appropriate staff supervision. Each academy is responsible for ensuring students are aware of permitted site access times.

Building and Estate Management

The Head of Estates holds overall responsibility for ensuring that Trust premises are well-maintained, compliant with health and safety legislation, and accessible and safe for all members of the academy community. Principals are required to support making appropriate funds available in their budget build to satisfy this requirement.

All staff share responsibility for identifying and reporting health and safety concerns. Issues should be logged using the Trust's premises management system, iAM Compliant. Once reported, appropriate action should be taken promptly - either by the academy-based Site Team or, if necessary, escalated to the Head of Estates or Estates Manager for resolution.

Environmental Commitment Statement

The Howard Academy Trust acknowledges its responsibility to educate students on the importance of caring for the environment and the wider world.

We believe that leading by example is key to fostering environmentally responsible behaviours in our students. Wherever reasonably practicable, we aim to:

- Reduce our consumption of natural resources.
- Support sustainable resource use by procuring renewable, reusable, recyclable, and recycled materials.
- Minimise the use of hazardous substances and ensure any necessary usage complies fully with local environmental regulations.
- Promote recycling throughout the Trust via dedicated recycling bins, supported through curriculum activities and classroom initiatives.
- Actively reduce waste generation and encourage reuse and recycling of unavoidable waste.
- Restore and protect the environment wherever possible.

Fire Safety and Evacuation Procedures

The Howard Academy Trust is committed to ensuring the safety of all individuals on site through robust fire safety measures and clear evacuation procedures. Full details are outlined in the Trust's Fire Safety Policy, which should be referred to for comprehensive guidance.

Each academy is responsible for formulating and communicating their evacuation procedures.

Emergency Procedures and Communications

The Howard Academy Trust is committed to ensuring the safety and operational resilience of its academies in the event of disruption. This includes preparing for incidents such as fire, flooding, power outages, or other emergencies that may impact the continuity of education and services.

Each academy is responsible for developing and communicating its own site-specific business continuity arrangements, aligned with the Trust-wide strategy. These plans should include:

- Emergency contact details.
- Evacuation, invacuation, and lockdown procedures.
- Temporary relocation or remote learning arrangements.

Regular reviews and scenario testing (fire drills and lockdown tests) are carried out to ensure plans remain effective and responsive to changing risks.

Where Academies have a CCTV systems to support safeguarding and site security. All footage is securely stored electronically, and access is strictly limited to authorised staff for safeguarding purposes only.

Further details of the Trust's arrangements for security, emergency preparedness, and response to security-related incidents are contained within the Business Continuity, Critical Incident, and Protect Plan, which should be referred to for further guidance, including the Trust's arrangements in support of Martyn's Law (Terrorism (Protection of Premises) Act 2025).

Health and Safety Training

Effective health and safety training is essential to maintaining a safe working and learning environment. The Howard Academy Trust expects all employees to read and understand their commitment to the Trust's Health and Safety Policy. This is completed via iAM Compliant, and staff receive notifications annually to acknowledge and confirm their understanding and responsibilities with health and safety.

Either annually, or as part of the induction process, staff will be required to complete a Health and Safety Introduction online training module. This applies to both permanent and fixed-term staff. Training ensures that individuals are equipped to carry out their duties safely and in line with Trust standards.

Where applicable, staff and students will receive specific training related to the use of equipment or substances from their Head of Department, or teacher. Only those who have received appropriate instruction are permitted to operate specialist equipment.

Further details on department-specific training requirements can be found in each academy's departmental health and safety documentation, and monitored via iAM Compliant.

All training records will be centrally held on Access LMS.

Asbestos Management

The Howard Academy Trust is committed to managing asbestos safely and in accordance with HSE guidance. Each academy site has undergone an asbestos management survey, where applicable, conducted by an accredited surveying organisation. These surveys have identified and assessed any asbestos-related risks which are addressed based on priority.

An Asbestos Register is maintained for each academy and must be read and acknowledged by all contractors and relevant staff before undertaking any repairs, maintenance, or building modifications. The register must be updated following any changes in room usage or prior to significant construction work.

Identified asbestos-containing materials are subject to regular inspection, and the register is reviewed annually to confirm its accuracy and continued relevance, either internally by academy-based Site Teams for very low or low risk asbestos, or by a certified contractor for medium risk or above.

For full details on procedures, responsibilities, and compliance measures, staff and contractors should refer to the Trust's Asbestos Management Plan, which outlines the Trust's approach to safe asbestos handling and monitoring.

Allergen Identification

The Trust's arrangements for allergy management are set out within the Supporting Students with Medical Conditions Policy. This policy supports compliance with Natasha's Law (Food Information Amendment 2019) and the DfE's Allergy Safety in Schools statutory guidance issued under Benedict's Law (Children's Wellbeing and Schools Act 2026) and should be referred to for further guidance.

Smoking and Vaping

Smoking and vaping are strictly prohibited on all Trust premises. In addition, staff must not smoke or vape within 10 metres of any part of the academy sites, including entrances, exits, and surrounding grounds.

This policy supports the Trust's commitment to promoting a healthy and safe environment for all members of the academy community.

Workplace Safety

The Howard Academy Trust is committed to maintaining a safe and orderly environment across all Trust premises for staff, students, and visitors. Reasonable steps are taken to ensure that all areas - including classrooms, corridors, and communal spaces - are kept tidy, well-organised, and free from hazards such as trailing wires or obstructive items.

Staff and students are expected to wear appropriate clothing and demonstrate responsible behaviour, both of which contribute to a safe and respectful learning environment.

Any safety hazards observed on site must be reported immediately using iAM Compliant system. If they pose an immediate danger the staff member should also find someone with appropriate training to assist in resolving the hazard immediately

Certain departments, such as science laboratories and design technology workshops, present higher levels of risk due to the nature of equipment and substances used. In these areas:

- Only trained staff and students are permitted to use specialist equipment.
- Department-specific health and safety guidance must be followed.
- Risk assessments must be completed prior to any practical activity.

The Head of Department is responsible for ensuring the above is in place.

Display Screen Equipment (DSE)

The Trust recognises the importance of managing health and safety risks associated with the use of Display Screen Equipment (DSE), in line with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).

Incorrect use of DSE can lead to a range of health issues, including:

- Upper Limb Disorders (ULD), such as aches and pains caused by poor posture.
- Backache.
- Fatigue and stress.
- Temporary eye strain.

To promote safe working practices, the Trust has implemented the following measures for staff, students, volunteers, and visitors:

- Self-assessments: All staff who have been advised to do so are encouraged to undertake a DSE self-assessment. The form can be requested from HR and once completed, line managers will be able to support if changes to workstations are required.
- Breaks and movement: Regular breaks are encouraged to reduce strain and fatigue.
- Reporting symptoms: Anyone experiencing discomfort or symptoms potentially linked to DSE use is encouraged to report this to their line manager or supervisor.

Manual Handling

The Howard Academy Trust adheres to the Manual Handling Operations Regulations 1992, to ensure the safety and wellbeing of staff, students, and visitors when undertaking manual handling tasks. Manual handling includes activities such as lifting, carrying, pushing, pulling, lowering, holding, or restraining objects or individuals. Staff are not permitted to undertake heavy or bulky manual handling without completing an online Manual Handling training module on the Access LMS.

The Trust aims to minimise the need for manual handling wherever reasonably practicable. Where such tasks are unavoidable, appropriate information, instruction, and training are provided to ensure safe working practices.

Risk assessments are carried out by the Head of Estates to identify potential hazards and implement control measures that reduce risks to the lowest practicable level. These assessments inform safe systems of work across the Trust.

Machine Maintenance

The Howard Academy Trust complies with the Provision and Use of Work Equipment Regulations (PUWER) 1998, to ensure that all work equipment used within its academies is safe and fit for purpose.

Under these regulations, all equipment must be:

- Suitable for its intended use and the conditions in which it operates.
- Maintained in a safe condition to prevent risks to health and safety.
- Inspected as required to confirm ongoing safety and functionality. Inspections are carried out by a competent person - this may be a trained employee, but more than likely an external contractor - and records are maintained.

To manage and reduce risks associated with equipment use, the Trust implements both hardware and software control measures:

- Hardware controls include safety guards, protective devices, warning signs, emergency stop mechanisms, and appropriate personal protective equipment (PPE).
- Software controls involve safe systems of work, such as ensuring maintenance is only performed when equipment is powered down, and providing clear information, instruction, and training to all relevant users.

These measures are designed to ensure that equipment-related risks are either eliminated or reduced to the lowest level reasonably practicable.

Control of Substances Hazardous to Health (COSHH)

The Howard Academy Trust follows the Control of Substances Hazardous to Health (COSHH) Regulations to ensure the safe storage, handling, and use of hazardous substances across its academies.

Hazardous substances may be present in specific areas of the academy, and systems are in place to prevent misuse or accidental exposure. The following precautions are implemented:

- Secure storage: Hazardous substances are stored in locked cabinets, with a clear inventory system. Access is restricted to authorized staff, and responsibility for keys is clearly assigned.
- Hazard information: COSHH data sheets are maintained for all substances. These outline the risks, handling procedures, storage requirements, and emergency measures in case of an incident.
- Trained personnel: Only staff trained in the safe use, maintenance, and storage of hazardous substances are permitted access. Students may only handle such substances under direct supervision (e.g. during science lessons).
- Labelling: All containers must be clearly labelled. Substances should remain in their original packaging where possible. If decanted, full COSHH details must be transferred to the new container.

- Inventory records: A log is kept of all chemical orders, including the recipient and intended use.
- Safe disposal: Procedures are in place for the safe and compliant disposal of hazardous substances.
- Personal Protective Equipment (PPE): Appropriate PPE is provided and must be worn when handling hazardous materials.
- Restricted access: Students are not permitted to access hazardous substances unless supervised by a trained member of staff.

Responsibility for substances used in science classrooms lies with the Head of Science, and further guidance is available in the department's health and safety documentation.

All COSHH signage must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended). Staff and students are trained to recognise both existing and updated hazard symbols, and relevant posters are displayed throughout the academies.

Occupational Health and Managing Work-Related Stress

The Howard Academy Trust is committed to supporting the health and wellbeing of all staff and students. We recognise that working in a busy and demanding environment can sometimes lead to work-related stress, and we encourage staff to seek support rather than manage these challenges alone.

Any staff member experiencing stress or well-being concerns is urged to speak with their line manager or a member of the senior leadership team who will then raise with HR where needed. The Trust will take all reasonable steps to provide support and identify appropriate solutions.

To further promote wellbeing, the Trust offers:

- Access to our Health Assured Employee Assistance Programme (EAP).
- Mental Health First Aiders at each academy.
- Optional supervision sessions for Designated Safeguarding Leads (DSLs).

These resources are part of our wider commitment to creating a supportive and healthy working environment.

Educational Visits

The Howard Academy Trust supports the use of off-site visits, residential trips, and academy-led adventure activities as part of a broad and enriching curriculum. These experiences are designed to enhance students' learning, personal development, and engagement.

Before any off-site activity takes place, the Principal is responsible for ensuring the following:

- The purpose and educational value of the visit are clearly defined.
- The visit is thoroughly planned, with appropriate risk assessments completed and control measures in place.
- Advance notice is given for non-routine or high-risk visits.
- The visit complies with relevant regulations, guidance, and the Trust's Health and Safety Policy (and the Local Authority's policy, where applicable).
- For adventurous activities (e.g. climbing, water sports, etc.), the group leader and supervisors are suitably qualified and competent.
- Proposals for high-risk, overnight stays, or overseas travel are reviewed and, if required, submitted to the Local Authority for approval via the Evolve system.

- Adequate insurance cover is in place.
- A post-visit review or report is completed by the Principal/Educational Visits Coordinator or group leader.

Full details of the documentation required for off-site visits, including risk assessments, parental consent forms, and emergency planning, can be found in the Trust Educational Visits Policy.

Managing Contractors

The Howard Academy Trust is committed to ensuring that all contractors working on Trust premises operate to the highest standards of health and safety and are fully aware of the Trust's policies and procedures.

All contractor activity must comply with the Trust's Control and Management of Contractors Policy, which outlines the procedures for vetting, onboarding, and supervising contractor performance.

The measures detailed in the policy help ensure that all contracted work is carried out safely, efficiently, and in full compliance with Trust standards.

Risk Assessment

Risk assessment is a fundamental part of the Trust's approach to health and safety. All academies within the Trust carry out risk assessments in accordance with the Health and Safety at Work Act 1974, ensuring that risks are identified, evaluated, and managed effectively.

While it is not possible to eliminate all risk, the Trust is committed to reducing risks as far as is reasonably practicable. Any activity deemed to pose an unacceptable level of risk to students, staff, or the public will not be permitted.

The Central Estates Team, and academy-based Site Teams, are trained to carry out risk assessments confidently and are expected to report and record any concerns using the Trust's designated procedures.

Trust-wide risk assessments are stored on iAM Compliant, are accessible to all staff, and are reviewed:

- Annually.
- Following any accident, incident, or near miss.
- After significant changes to the workplace, working practices, or staffing.
- In response to any formal notice or enforcement action.

These reviews ensure that health and safety measures remain current, effective, and aligned with best practice.