





The Trustees of the Rayleigh Schools Trust (RST) consider the successful management of health and safety to be a key objective and an integral part of school activities. We are committed to reducing and preventing workplace injuries, ill health and unnecessary losses and liabilities so far as is reasonably practicable.

RST is committed to:

Compliance with all applicable legislative and regulatory requirements.

Providing a robust, systematic and sustainable health and safety management system.

Ensuring health and safety roles and responsibilities are understood and communicated throughout the school.

Identifying our health and safety risks and ensuring provision of suitable and sufficient risk control measures.

Providing appropriate and relevant information, instruction, training and supervision.

Consulting with staff on health and safety issues.

Providing a healthy and safe workplace.

Providing appropriate emergency arrangements, equipment and facilities.



Headteachers' responsibilities include:

Ensuring there are appropriate arrangements for implementing the School's Health, Safety and Wellbeing Policy.

Ensuring that the Policy and arrangements are effectively communicated.

Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.

Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.

Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.

Ensuring that all employees are competent and have the capability to carry out their role/function.

Ensuring records of



Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.

Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.

Undertaking risk assessments relating to hazards to which directly managed staff are exposed













generic assessments they have limitations and it is the responsibility of the Headteacher and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;

- Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control;

The School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

Training and development can be delivered in a variety of ways. In some case formal training will be needed. In other cases, it can be achieved through coaching by another member of staff or reading relevant health and safety standards.

The Schools keep a record of Health & Safety training undertaken by employees.

EES for Schools: [EEStraining@EESforschools.org](mailto:EEStraining@EESforschools.org) / 0333 013 9834 is a used provider of these services.

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

The Schools will self-audit and for specific issues or concerns will commission external audit from JUNIPER Corporate Health & Safety.

The School ensures that the online health and safety electronic internal monitoring checklists available annually through the Health & Safety pages of the Schools infolink are completed. The submission of these automatically generates actions plans which are reported to the LGB. A member of the LGB will carry out periodic audit to help assess compliance. They shall report to the LGB their findings.

The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the Schools Senior Management. A summary report is also presented to the LGB annually. Serious incidents are reviewed by a senior member of staff and the findings reported to the Local Governing Body.

There are systems in place within the school which ensure that the following monitoring is also carried out:

- Inspections of the premises (all curriculum / work areas and general areas).
- Monitoring of contractor operations under the School's control



For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Trust's HR policies give full details on disciplinary and misconduct procedures.



Members of staff who have health and safety access on the Schools Infolink.

Request details via SPS= Simon Smith GPS= Stella reed

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JUNIPER /ECC Corporate Health &  
Safety Team

H&S Support Desk

Tel: 0333 013 9818

[hs@essex.gov.uk](mailto:hs@essex.gov.uk)

