

# The Leaf Trust



## **Statement of Health, Safety and Wellbeing Policy for The Leaf Trust 2023-24**

This statement of “Health, Safety and Wellbeing Policy” is produced in respect of The Leaf Trust. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters.

### **1.0 The Leaf Trust Statement of General Policy**

- 1.1 The Leaf Trust is the employer of its staff both centrally and at its Schools. The Leaf Trust will:
  - 1.1.1 Accept its responsibility for setting out the overall establishment’s HS&W Policy and undertake all reasonable steps within its power to prevent or reduce the possibility of:
    - Harm, injury and ill-health to children, employees, parents, contractors, visitors to the school and members of the general public;
    - Damage to property, plant, machinery, equipment, tools and other materials;
    - Harm to the environment
  - 1.2 Ensure, so far as is reasonably practicable, that the establishment’s budget reflects the finance necessary to implement Health, Safety & Wellbeing requirements.
  - 1.3 Accept its responsibility under the Health and Safety at Work Act 1974, so far as is reasonably practicable to:
    - 1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health;
    - 1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;
    - 1.3.3 Provide suitable and sufficient information, instruction, training and supervision to enable all employees, children, parents and carers at the establishment to perform their work, learning and play safely and efficiently;
    - 1.3.4 Promote the development and maintenance of sound HS&W practices ensuring that any actions taken are inclusive and non-discriminatory;
    - 1.3.5 Maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises;
    - 1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees, children, parents and carers.

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- 1.3.7 Provide as necessary personal protective equipment (“PPE”) to all employees, volunteers, parents, children and visitors in the setting, for the safe use of plant, machinery, equipment, tools, materials and substances for work or within the curriculum.
- 1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the establishments. In particular they will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups are also health and safety aware.
- 1.3.9 Keep themselves up to date on relevant health, safety and wellbeing matters through professional development, advice from the Trust and the setting’s competent person.
- 1.4 Recognise the requirement to engage and consult staff on Health, safety and Wellbeing matters which will be achieved by discussion through the Trust’s Audit and Risk Committee, or other effective means.
- 1.5 Agree that one of their members to be designated the “Health and Safety Lead” who will attend relevant meetings and speak on HS&W matters at the appropriate Board meetings.
- 1.6 Delegate authority for the development and implementation of this policy to the Operations Lead with the support of the Head teacher/Head of school for each School who will:
  - Ensure arrangements will be made to bring this policy to the notice of all employees (including new, temporary and part-time employees) within the Leaf Trust.
  - The Head teacher/Head of school will also bring it to the attention of parents/carers, agency and other contract staff, contractors, volunteer helpers and the children so that they fulfil their duties to co-operate with this policy.
  - The Head teacher/Head of school will liaise with other agencies and groups using the site to ensure consistent health and safety outcomes.
- 1.7 Recognise their responsibility for monitoring HS&W performance, including auditing and will require the Operations Lead to present an annual report on Health and Safety, Wellbeing and related matters to the Head of Business Operations who in turn will report to the Board of Trustees. This will include evidence of safety inspections carried out by representatives of the setting at least three times a year.
- 1.8 Seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Cross-cutting matters such as safeguarding and inclusion will be linked in so there are no policy gaps.

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- 1.9 Review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

Signed by the Chair of the Audit & Risk Committee		Signed by the CEO	
Name	James Hyde	Name	Ross Newman
Date of issue	September 2023	Review Date	September 2024
Display points: HSW Noticeboards, online, induction packs.			

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