



# Clarion Corvus Trust

## Policy for Health, Safety and Welfare.

Formally adopted by the Trust	
On: -	April 2023
Trustees: -	Property and Finance Committee
Last updated: -	April 2024
Review Date: -	April 2025

## **HEALTH, SAFETY & WELFARE POLICY**

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## Policy Review Record

The Clarion Academy Trust Policy for Health, Safety and Welfare was first issued in this format in December 2017.

This Policy was renamed as The Clarion Corvus Policy for Health, Safety and Welfare on 1<sup>st</sup> April 2023

Revision No	Date	Details	Approved by/date
1	14/06/16	Environmental Policy statement update, minor reference updates, Index update, Organisational chart update	
2	12/07/18	Updated to reflect the Clarion Academy Trust corporate approach to Health and Safety	
3	16/07/2020	Statement update General review with minor reference changes	
4	25/04/22	General review.	
5		Review and updated to include the Corvus schools as part of the Clarion Corvus Trust.	

The Clarion Corvus Trust may be referred to from this point as CCT.

## **Health and Safety Policy, Statement of intent.**

The Trustees of Clarion Corvus Trust recognise that it's most valuable assets are the skills and enthusiasm of the people employed across the organisation. The Trustees also recognise their legal and moral duty to prevent harm or ill health to the staff, pupils, visitors and, indeed, anyone that may be affected by the Trusts activities. To this end, the Trustees are committed to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all the Staff, Pupils, Visitors and those affected by CCT activities, on any site under the control of CCT, as required by section 2 of the Health and Safety at work Act 1974.

In particular, CCT will provide for every employee, so far as is reasonably practicable:

1. A safe and healthy working environment and safe systems of work, systems that, when carried out, ensure that work activities will not have a detrimental effect upon the Health and Safety of any person, including those not employed by CCT.
2. Ensure that all plant and equipment provided for work will be maintained in a safe working condition and that, where appropriate, staff will receive suitable and sufficient training to ensure safe use.
3. Safe access and egress to each site is provided and maintained for staff, students and visitors.
4. Suitable and sufficient welfare facilities are provided and maintained at all sites for the use of staff, students and visitors.
5. A facility for staff or their trade union representatives to consult with CCT on matters of Health and Safety in order to provide and promote a positive Health and Safety Culture across the organisation. CCT will also provide a facility for discussions with individual employees before giving them particular health and safety duties.
6. Timely, competent and relevant information, instruction and training in respect of matters relating to the Health and Safety of staff and that of others that may arise from their work or workplace.
7. Appropriate measures to control hazards and reduce the risk of accident or ill health.
8. Appropriate protective clothing and safety equipment that will conform to current legislation.

CCT further undertakes to ensure that adequate resources are available to the health and safety department in order to ensure the full implementation of this policy across all sites. To include, as necessary the provision of any competent advice that may be required in order to determine the risks to health and safety within activities carried out by CCT, and to review the organisations policy as required, to ensure compliance with current legislation and accepted good practice and the effectiveness of controls.

Signed:

Chair of the board of Trustees

CEO

Headteacher / Head of School

Date:

Review by: April 2024

## Environmental Policy Statement

Clarion Corvus Trust recognises that its day-to-day operations can impact both directly and indirectly on the environment and therefore will commit to protecting and sustaining the environment through good management and by the adoption of environmentally conscious business practice. CCT will work to integrate environmental considerations into our business decisions and adopt sustainable alternatives, so far as is reasonably practicable, throughout all areas of operations and on every site under our control. We are committed to the continual improvement of our environmental performance.

In all our activities we aspire to:

- Comply fully with all relevant legal requirements, codes of practice and regulations.
- Prevent pollution to land, air and water.
- Reduce water and energy use, reliance on fossil fuels and reduce carbon emissions.
- Minimise waste and increase recycling within the framework of our waste management procedures.
- Identify and manage environmental risks and hazards.
- Involve Staff, Pupils, partners, suppliers and subcontractors in the implementation of our objectives.
- Promote environmentally responsible purchasing.
- Provide suitable training to enable Staff to deal with their specific areas of environmental control.
- Improve the environmental efficiency of our transport and travel where possible.
- Establish realistic performance targets and measure the continuous improvement in our environmental performance through regular monitoring and annual audit.

We underline our commitment to this policy by undertaking to ensure that adequate resources are available to the Health, Safety and Environmental manager in order to effectively implement this policy. This policy will be communicated to all staff, visitors, contractors and suppliers with whom we expect to strive, as a team, towards the objectives contained within this policy.

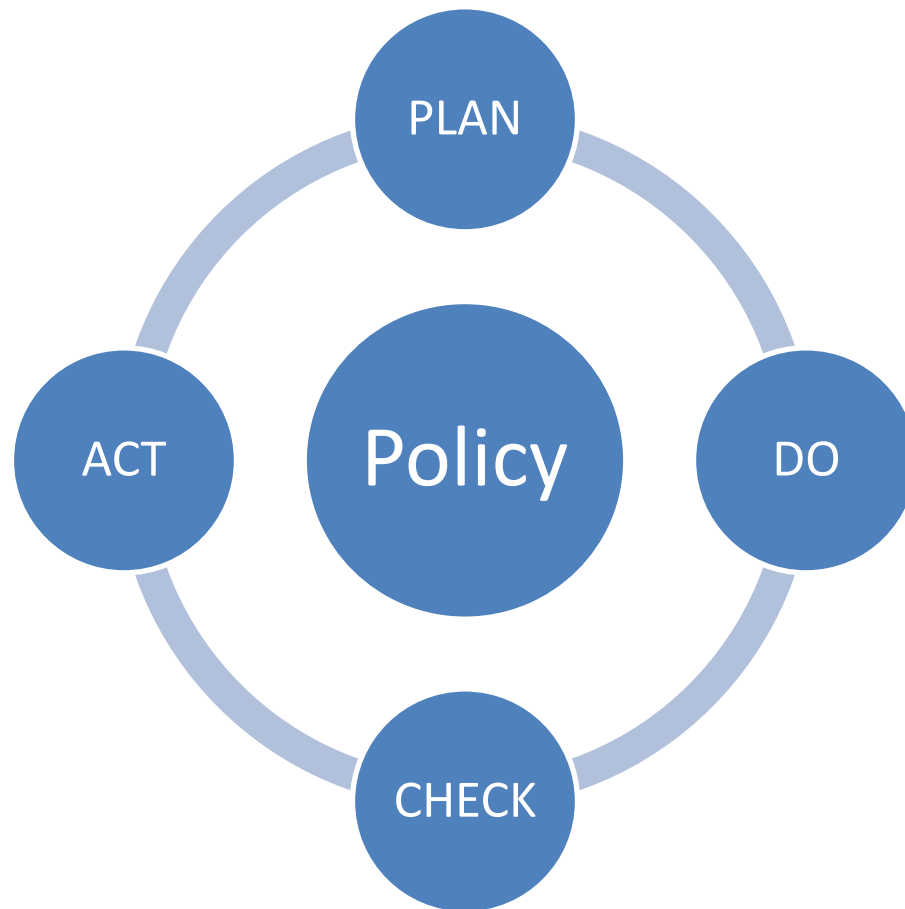
Signed:

Chair of the Board of Trustees

Date:

Review By: April 2024

## PLAN, DO, CHECK, ACT

Policy

The policy outlines our commitment to provide an environment that minimises the risk of injuries and ill health together with reducing the potential loss of or damage to, plant equipment and materials. The policy will be reviewed on an annual basis, taking into account both the active and reactive monitoring trends.

The policy will operate on the following principles:

- **Control** – those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- **Co-operation** – we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.
- **Communication** – the clear and effective communication of health and safety information is essential and care must be taken to continually review and improve this.-
- **Competence** – developing the health and safety competence of Board Members, managers, employees and contractors is at the heart of successful health and safety management.



## Plan

Clarion Corvus Trust has carefully considered its Health and Safety performance as a standalone Academy and how to apply what has been learned to enable the organisation to move forward as a Multi Academy Trust encompassing both Primary and High Schools. Our priority will be to eliminate risk through the selection and design of facilities, equipment and work methods to provide safe systems for both work and learning activities. To achieve this, whilst allowing the students to learn effectively through experiential methods in managed circumstances, will require continual, effective monitoring. The CCT board of Trustees will ensure that health and safety action plans are developed, maintained and monitored for continuous improvement.

Managers, are required to conduct and record risk assessments for all Trust activities and significant findings must be brought to the attention of employees. Risk assessments will be reviewed in accordance with section 3, part 1 of this policy document. Protective and preventative measures will take into account the principles of Regulation 4 of the Management of Health and Safety at Work Regulations 1999 Schedule 1, as detailed below:

## General Principles of Prevention

### Regulation 4

*(This schedule specifies the general principles of prevention set out in Article 6(2) of the council directive 89/391/EDC)/*

- a. *Avoiding Risks*
- b. *Evaluating the risks that cannot be avoided*
- c. *Combating the risks at source*
- d. *Adapting the work to the individual, especially as regards the design of the workplaces, the choice of work equipment and the choice of working and production methods, with a view to relieving monotonous work or work at a set work rate, and, to reducing their effects on health*
- e. *Adapting the technical process*
- f. *Replacing the dangerous with non-dangerous or less dangerous*
- g. *Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the work environment*
- h. *Giving collective protective measures priority over individual protective measures*
- i. *Giving appropriate instructions to employees*

## Do

The Trust Health and Safety Manager will compile a risk profile in order to identify:

- The nature and level of the threats faced by the Trust across its estate
- The likelihood of adverse effects occurring at each site
- The level of disruption and costs associated with each type of risk

- The effectiveness of controls in place to manage those risks
- The priorities in terms of risk control and resource allocation.

Heads of departments at each site will assist by developing their own suitable and sufficient risk assessments for activities under their control.

In order to effectively deliver the Health and Safety plan, the Trust will need to engage with employees at all levels, discuss issues and develop and promote positive attitudes and behaviours. The Trust will also ensure that adequate resources are available at each site to allow the effective implementation of the plan.

The Trust will provide adequate and appropriate training to employees to ensure the levels of competence required for them to carry out their duties safely. Safe systems of work will be developed and implemented. It will ensure effective systems are in place to provide and maintain the tools and equipment required for work as well as any training required to use them. Adequate, competent supervision will be in place to ensure that the arrangements put in place are followed.

### Check

The trust will monitor its Health and Safety performance on a continual basis, the monitoring will be carried out in a variety of ways such as:

- Daily inspections by key staff
- Weekly recorded inspections by Managers and/or HoD's
- Monthly monitoring
- Standard agenda item on staff and departmental meetings
- Monitoring report submitted to the Trust resources committee at each meeting

Information and data obtained from ongoing proactive monitoring will enable the Trust to assess the effectiveness of the systems in place and progress towards key targets. The Trust may also employ external advisors to conduct formal audits to help measure performance against policy and legislative requirements.

In addition to proactive monitoring, the Trust will investigate the causes of accidents, incidents and near misses and use the information gained to strengthen its risk control strategies.

### Act

A Health and Safety performance review will be undertaken by the Health and Safety Manager and the Board of Trustees at least annually. The review will look at:

- Accident, incident and near miss statistics
- Root cause analysis
- Actions taken after an accident, incident or near miss to prevent recurrence.
- The effectiveness of remedial actions

Where necessary, the Board of Trustees will revisit plans, policy, risk assessments and other records and documentation in order to enhance safe systems of work and to take relevant action

on lessons learned from the data collected, internal and external audit reports, changes in work practices or legislative requirements.

## SECTION 2

### ARRANGEMENTS FOR IMPLEMENTING THE POLICY

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#### Organisation

The Board of Trustees is responsible for the health and safety performance of the Trust and Academies.

The Board will assign specific duties to various posts and these responsibilities are listed in section 2 of this document.

The Trust will consult with staff on matters of health and safety, this will be achieved by including health and safety as a standard agenda item on all department and staff meetings, through an appropriate health and safety committee and recognised Trade Union representation. Employees and their representatives will be involved in the risk assessment process through consultation. Procedures will be implemented through both the provision of information and training to employees.

#### Control

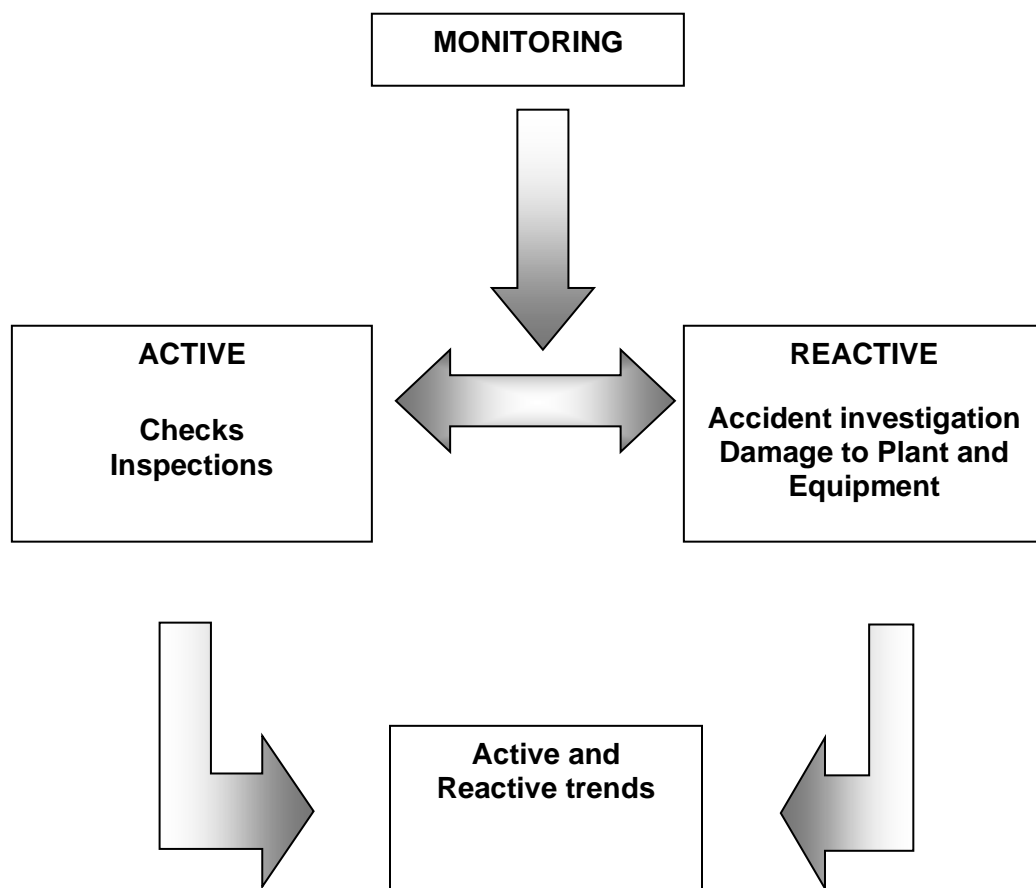
All Trust employees will have their Health and Safety responsibilities clearly defined in the organisation section of the Health and Safety Policy and provided with training where necessary to enable them to fulfil their responsibilities.

The performance of supervisory staff will be monitored and reviewed on an annual basis taking into account good Health and Safety performance together with identification of where improvements are required.

#### Monitoring

Our Health and Safety monitoring strategy will include the following principles:

- Daily inspections by supervisors
- Weekly recorded inspections by supervisors
- Monthly monitoring
- Standard agenda item on staff and departmental meetings
- Monitoring report submitted to the Trust resources committee at each meeting
- A biannual review of Health & Safety reports by the Board of Trustees.
- Annual review of the policy on a rolling basis

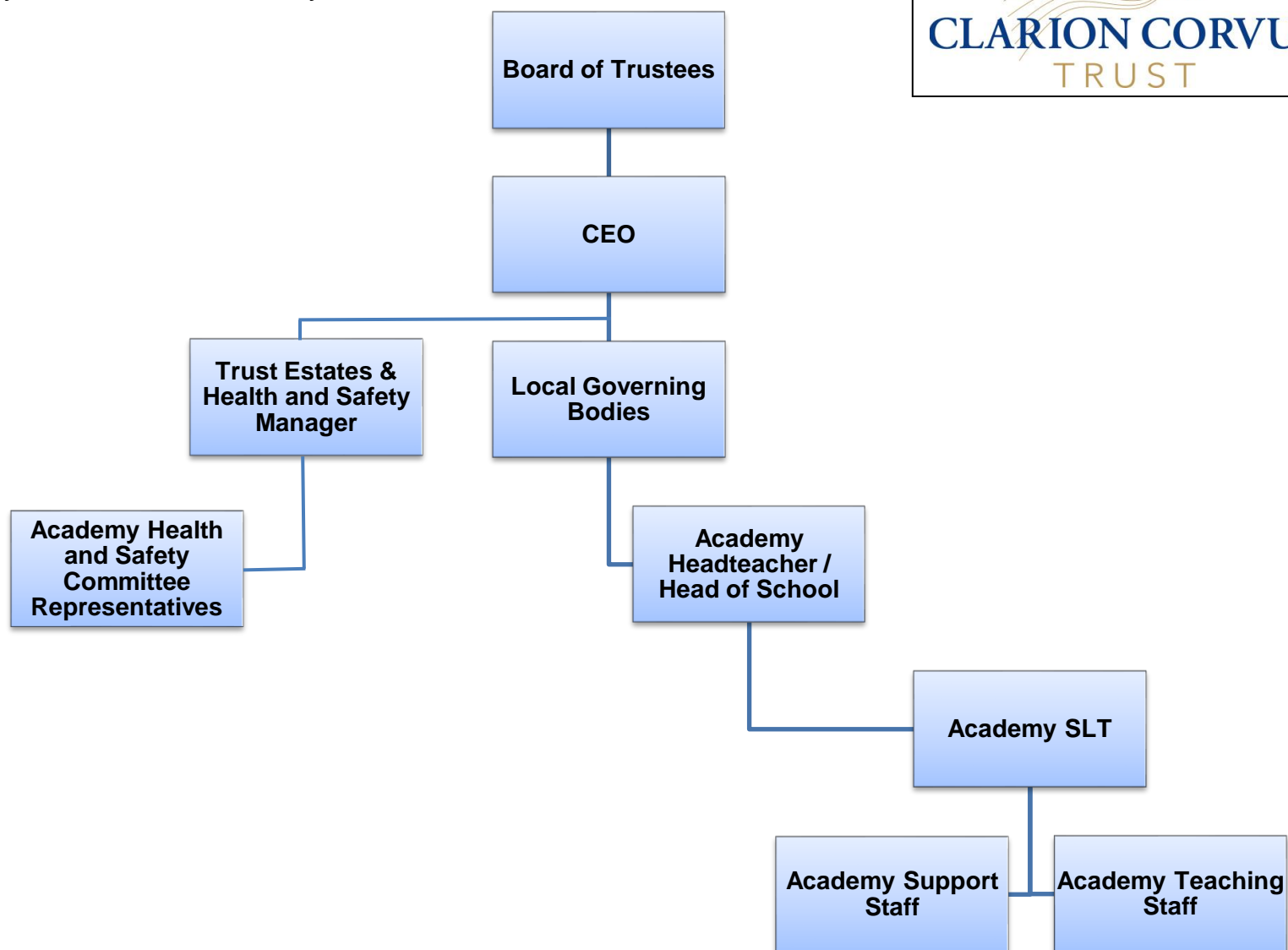


### Review

On an annual basis, a review will be undertaken of the whole of the management system to include the elements of planning, organisation, control and monitoring to ensure the whole system remains effective, current and compliant.

As each document is reviewed, and updated as necessary, it will be submitted to the Trust Resources committee for consideration. If deemed necessary, it will be submitted to the Board of Trustees for approval. Completed document reviews and updates will be disseminated to Academies in the trust through the local governing bodies.

Organisation for the implementation  
of the Policy for Health and Safety.



## INDIVIDUAL RESPONSIBILITIES WITHIN THE POLICY FOR HEALTH AND SAFETY

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### The Board of Trustees

As the employer, the Board of Trustees will:

1. Produce a Health and Safety Policy, devise appropriate procedures to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, students, visitors and contractors and any other person affected by the activities of the Clarion Academy Trust.
2. Be fully and visibly committed to the aims and objectives of the Trust health and safety policy.
3. Ensure that adequate resources are available both centrally and at each Academy to successfully manage health and safety.
4. Nominate a lead Director to liaise with the CCT CEO and Health & Safety Manager over H&S matters
5. Ensure that health and safety considerations are taken into account in all resourcing decisions. Reasonable funding will be set aside for the implementation of health and safety procedures.
6. Ensure that specific health and safety responsibilities are included in job descriptions of staff.
7. Ensure that appropriate health and safety provision is made for students with SEND, wherever appropriate.
8. Receive regular reports on the health and safety performance of individual Academies within the Clarion Academy Trust, including information on incidents, accidents and defects.
9. Ensure that goods, services and other equipment purchased conforms to UK safety standards.
10. Review the Trusts health and safety performance twice a year and implement actions for continual improvement.

## Chief Executive Officer

The CEO has responsibility for health and safety across the trust on a day to day basis. To this end, the CEO will:

1. Be fully and visibly committed to the aims and objectives of the Trust health and safety policy.
2. Ensure that adequate resources are available across the trust to successfully manage health and safety, including access to competent advice.
3. Ensure that the Clarion Corvus Trust Health and Safety policy, including any local arrangements, is fully implemented across the trust.
4. Ensure that the development and implementation of a Trust action plan for continuous improvement in terms of health and safety.
5. Ensure the development, implementation and review of structures and systems within the Trust to promote management control, co-operation, communication and competence in matters of health and safety.
6. Use the appraisal framework to measure the performance of senior managers against health and safety targets and objectives, where appropriate.
7. Ensure effective proactive and reactive monitoring of health and safety at all management levels.
8. Measure and review Trust performance against key performance indicators, targets and health and safety action plans.
9. Ensure the implementation of an Academy health and safety audit programme and monitor progress of remedial actions.
10. Set a personal example.

## Local Governing Bodies

The Local Governing Body will ensure that:

1. They scrutinise and comment upon the Trusts health and safety policy, including any local procedures, offer advice and highlight concerns.
2. The Academy operates within the procedural requirements of the Trust health and safety policy and any local procedures therein
3. Staff and Governors promote positive attitudes towards health and safety in staff, pupils, visitors and contractors.
4. Responsibilities for health, safety and welfare are allocated to specific people within their Academy, and that those people are informed of these responsibilities.
5. People have sufficient experience, knowledge and training to allow them to adequately perform the tasks required of them.
6. Clear, robust procedures are created that effectively assess and control risks arising from foreseeable hazards and produce coherent safe systems of work.
7. Ensure sufficient financial resources are committed to enable the full and proper implementation and operation of safe systems of work within the Academy
8. Monitor the health and safety performance of the Academy.
9. The schools health and safety policy and performance is reviewed biannually and the findings of the review are included in the Trust health and safety performance reviews.
10. Any shortcomings in the Trust Health and Safety policy or arrangements are highlighted without undue delay to the CEO or Board of Trustees.
11. The Trust, CEO and Trust Health and Safety Manager is notified of any accidents, incidents or other adverse events affecting health and safety, without delay.
12. They set a personal example



## Academy Headteacher / Head of School

The Headteacher / Head of School bears the following responsibilities:

1. To be fully and visibly committed to the Clarion Academy Trusts Statement of Intent and policy for health and safety.
2. Ensure that the Trust policy for Health, Safety and Welfare is available and procedures are followed.
3. Ensure that the policy is communicated effectively to all relevant people
4. Promote positive attitudes towards health and safety in staff, pupils, visitors and contractors.
5. Ensure that all activities or operations under their control are carried out within the guidelines set out in the Policy for Health, Safety and Welfare as well as in compliance with applicable Statutory Legislation, to include the planning stages of any activity or operation as well as during their implementation.
6. Ensure appropriate information on significant risk is provided to visitors and contractors.
7. Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
8. Ensure that all staff are adequately informed, trained, instructed and supervised in order to comply with the requirements of the policy for Health, Safety and Welfare and all relevant Statutory Legislation.
9. Ensure that any necessary written instructions, risk assessments and method statements are completed for activities or works and that adequate information, instruction, training and supervision is provided to ensure that disciplined safe systems of work are carried out. This also includes work being carried out by contractors or temporary staff employed by the company.
10. Ensure that suitable local emergency procedures are in place to cover all eventualities.
11. Ensure that work equipment is tested and inspected in accordance with manufacturers' requirements or current legislation to ensure it remains in a safe operating condition.
12. Ensure that comprehensive records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc. in accordance with the Trust policy For Health, Safety and Welfare and all applicable legislation.
13. Ensure the Trusts arrangements for monitoring health and safety performance are implemented and maintained.
14. Ensure the Trust, CEO and Trust Health and Safety Manager is notified of any accidents, incidents or other adverse events affecting health and safety, without delay.

15. Ensure that all incidents are investigated and suitable remedial actions are taken, ensure that any necessary notifications to local or enforcing authorities are made, where required.
16. Make regular reports to the local governing body on the Health and Safety performance of the Academy.
17. To seek timely advice and guidance from the Trust health and safety manager, on matters of health and safety whenever appropriate.
18. To set a personal example.

## Clarion Corvus Trust Estates (Health and Safety) Manager

The Clarion Corvus Trust Health and Safety Manager will:

1. Be fully conversant with, and visibly committed to, the policy for Health, Safety and Welfare and to ensure that the details are relayed to and understood by staff and volunteers at all levels as well as visitors and contractors under their control.
2. Promote positive attitudes towards health and safety in staff, pupils, visitors and contractors.
3. Ensure that any necessary written instructions, risk assessments and method statements are provided and distributed to appropriate persons for work activities to be undertaken in line with agreed safe systems of work, at all sites within the Trust. This also includes work being carried out by contractors or temporary staff employed by the Trust.
4. Manage the annual risk assessment review process for the Trust and individual Academies within the Trust.
5. Manage the performance monitoring processes across the Trust.
6. Ensure that all staff are adequately informed, with regard to matters of health and safety, about their specific workplace, their school in general and any other areas that they may be required to work in, within the Trust.
7. Advise the CEO and Academy Headteachers/Heads of School of situations or activities that are potentially hazardous to the health, safety or welfare of staff, pupils or visitors and provide guidance and advice when requested.
8. Maintain the effectiveness of First Aid, Fire and other emergency procedures across the Trust premises, including specific local procedures, and to ensure suitable levels of first aid cover, including materials, are available at all times.
9. Ensure that all work equipment is tested, inspected and maintained in accordance with policy, current legislation and manufacturers' guidelines.
10. Manage the keeping of accurate records of all health and safety activities, including the management of building fabric and building services in accordance with policy and current legislation.
11. Manage and keep records of all health and safety related training.
12. Co-ordinate accident investigations, including dangerous occurrences that may occur, in liaison with the head of department and/or local Headteacher, and make recommendations to prevent a recurrence. The Trust Health and Safety Manager will inform the Health and Safety Executive and Local Authority of any reportable incidents in accordance with statutory requirements.
13. Review and amend where necessary, policy, procedures, risk assessments and safe systems of work following an incident. Communicate and changes or updates to all relevant staff.

14. The Trust Health and Safety Manager will ensure that he/she maintains a current and up to date knowledge of health and safety legislation, good practice and is aware of relevant issues within the education sector.
15. Offer competent advice to the Board of trustees, CEO, local Governing Bodies and senior staff in order for them to make informed decisions regarding health and safety.
16. Set a personal example.

## Teaching and Support Staff Holding positions of Special Responsibility

This includes Deputy/Assistant Headteachers / Heads of School, Curriculum Coordinators, Heads of Faculty, Heads of Department, Heads of Year, Business Manager, Administration Manager, Finance Officer, Pastoral Assistants, Technicians and Caretakers.

This group will:

1. Be fully aware of the policy for Health, Safety and Welfare and safe systems of work and apply them effectively to their own department or area of work. They will be directly responsible to the Academy Headteacher for the practical application of the applicable health, safety and welfare procedures and arrangements.
2. Ensure that all staff they manage are familiar with the safe systems of work, risk assessments and any other policy or procedure applicable to their area of work.
3. Promote positive attitudes towards health and safety in staff, pupils, visitors and contractors.
4. Carry out regular health safety and welfare risk assessments of the activities for which they are responsible.
5. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
6. Report any defects in office equipment or machinery immediately to the Chief Estates Manager.
7. Be aware of arrangements for first aid treatment, procedures in the event of fire or other evacuation and any special conditions and hazards of their own, and other work areas.
8. Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health, safety and welfare.
9. Investigate any incidents that occur within their area of responsibility in cooperation with the Trust Health and Safety Manager.
10. Resolve any health, safety or welfare issues referred to them by a member of staff or refer to the Academy Headteacher/Head of School if they cannot achieve a satisfactory resolution within their own authority or with the resources available to them.
11. Prepare an annual report for the Academy Headteacher/Head of school on the health and safety performance of his/her department or area of responsibility.
12. Set personal examples.

## Class Teachers

Class Teachers will:

1. Be aware of the policy for Health, Safety and Welfare and carry out their work in accordance with its requirements.
2. Promote positive attitudes towards health and safety in staff, pupils, visitors and contractors.
3. Exercise effective supervision of their pupils to ensure their safety, so far as is reasonably practicable.
4. Know the procedures for fire, first aid and other emergencies and carry them out efficiently when required.
5. Give clear oral and written instructions and warnings to pupils where necessary.
6. Only carry out activities for which adequate information, instruction and training has been provided and authorisation given, this especially applies to the use of machinery and other equipment.
7. Ensure the correct use of personal protective equipment and guards where identified by risk assessment or where otherwise deemed appropriate.
8. If in doubt about matters of Health and Safety, seek advice from their Head of Department, in the first instance.
9. Discuss safe systems of work with their Head of Department and suggest possible improvements or additions to systems, equipment or machinery already in existence.
10. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety in education.
11. To ensure that all tools, equipment, machinery and materials are stored safely and securely at the end of each day.
12. Report all accidents, defects and dangerous occurrences to their Head of Department
13. Set a personal example.

## Health and Safety Representatives

The Board of Trustees recognises the role of Health and Safety Representatives appointed by recognised trade unions and their role is set out in the Safety Representatives and Safety Committees Regulations 1977. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

Health and Safety Representatives appointed by recognised trade unions are entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Board of Trustees, CEO or local Governing Bodies and Headteachers/Heads of School.

Where employees are not represented under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply.

Employees may be consulted individually, through elected representatives or by a combination of both.

The Trust encourages employees to elect representatives and, along with any trade union appointed representatives, form a health and safety committee that will be chaired by the Trust Health and Safety Manager.

## All Employees

All employees have an individual legal duty to take reasonable care to ensure the health and safety of themselves and any other person that may be affected by their acts or omissions. In particular, employees must:

1. Comply with the Trusts health and safety policy and any local procedures, at all times – in particular, the procedures for fire, first aid and other emergencies and accident investigation.
2. Cooperate with Trust and local management in complying with relevant health and safety legislation.
3. Use all work equipment and substances in accordance with instruction, training and information received.
4. Report to their line manager, any hazardous situations or defects in equipment found in their workplace.
5. Report to their line manager, any work situation they consider to represent a serious and immediate danger to health and safety.
6. Report all incidents in line with the incident reporting procedure.
7. Act at all times, in accordance with any specific health and safety training received.
8. Inform their manager of what they consider to be shortcomings in either the Trusts, or local, health and safety arrangements
9. Exercise good levels of housekeeping and cleanliness.
10. Make full and proper use of any personal protective equipment and clothing provided to them in accordance with the manufacturer's instructions and training received.
11. Report any loss of or damage to, such PPE, to their line manager.
12. Not take part in any horseplay or interfere with or misuse anything provided in the interests of health and safety.
13. Report any accident or dangerous occurrence, however minor, to their line manager as soon as is practicable. This includes incidents involving non employees on a Trust site.
14. Follow any laid down emergency procedures in the event of serious imminent danger, such as an emergency evacuation.
15. Cooperate with appointed Union Health and Safety Representative(s).
16. Seek further advice where necessary.
17. To set personal examples.



## Pupils

Pupils, allowing for their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Correctly use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
5. Report any defects or concerns they may identify to a member of staff.

## Visitors, Volunteers, Hirers and Contractors

Visitors to a Clarion Academy Trust site, whatever the reason for visiting, are required to observe the safety rules of the Trust and any local requirements of the Academy. Visitors will be informed of relevant requirements or procedures as and when necessary by an appropriate member of staff.

Persons visiting, working at, or hiring facilities on Trust premises must agree to:

1. Co-operate and co-ordinate with the Trusts representatives on matter of health and safety.
2. Agree to the Trusts terms and conditions for hiring of any grounds or premises under the control of CCT.
3. Provide information relating to any additional risks or procedures, which will be new or unusual to those of CCT, which may arise from their activities.

## **SECTION 3**

### **ARRANGEMENTS FOR HEALTH AND SAFETY**

-----

Section 3 of the policy contains the arrangements to be followed in order to maintain health and safety within the Trust, its Academy's, offices and satellite buildings. Each and every employee is expected to make themselves familiar with these arrangements. A hard copy is held on each site and an electronic copy can be found in PDF format in the staff area of each Academy's IT network.

The arrangements set out in this policy document have been devised to ensure the operational activities of Clarion Academy Trust can be carried out without risk to the health and safety of employees, students, visitors to Trust premises and any other person that may be affected by Trust activities, so far as is reasonably practicable. Following these procedures will achieve compliance to current legislation and exceed the minimum requirements of that legislation.

If any doubt exists as to the requirements of any of the sections of this policy, the Trust Health and Safety Manager, should be contacted as soon as is possible for advice or clarification.

The Trust Health and Safety Manager is:

Phil Kirby Dip RSA, M instLM

Tel. 01508 520359 ext 228

Email: [pkirby@clarionacademytrust.org.uk](mailto:pkirby@clarionacademytrust.org.uk)