

*The*  
**Sir John Brunner**  
Foundation

# HEALTH & SAFETY POLICY

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MARCH 2026

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## Document Control Sheet

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Approved by	Board of Trustees
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Equality Act 2010 issues explored?	Considered to apply equally to all

**The Sir John Brunner Foundation**  
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# Health and Safety Policy

## 1. Introduction

This Health and Safety Policy Statement of The Sir John Brunner Foundation. The Sir John Brunner Foundation is a multi-Academy Trust made up of four schools: The County High School Leftwich, Sir John Deane's Sixth Form College, Middlewich High School and The Macclesfield Academy. Our Health and Safety Policy Statement is to prevent accidents and cases of ill health and manage health and safety risks in our workplaces and schools. To provide clear instructions, information and adequate training to ensure all employees are competent to do their work. To provide personal protective equipment, consult with our employees on matters affecting their health and safety and to provide and maintain safe plant and equipment. Ensuring the safe handling and use of substances, maintaining healthy working conditions. To implement emergency procedures, including evacuation in case of fire, and any other significant incident.

## 2. Responsibilities

Overall and final responsibility for Health and Safety is that of the **Trust Board**.

The Board of Trustees of The Sir John Brunner Foundation recognises and accepts its responsibilities and obligations as an employer, a provider of education and an occupier of premises and is committed to providing a safe and healthy place of work, and environment for all employees and for other users of its premises including students, visitors, contractors and members of the public. In order to carry out its duties, it is the intention of The Sir John Brunner Foundation to ensure that responsibilities for health, safety and welfare matters are effectively assigned, accepted and fulfilled at all levels within the organisation.

### 2.1 Trust Structure and Responsibility

Day to day responsibility for ensuring this policy is put into practice is delegated to the **Chief Executive Group and Academy Heads/Principals**. To provide assurance over health, safety and welfare standards and ensure continuous improvement, responsibility is held in the following areas:

Name	Responsibility
Trust Board	Strategic planning and overall accountability
Chief Executive Group	Strategic and operational planning and monitoring
Local Governing Body	Strategic implementation and monitoring
Principal/Headteacher	Strategic implementation and monitoring
Academy Health and Safety Lead	Operational implementation and monitoring
Radiation Protection Supervisor	Operational implementation and monitoring in accordance with IRR17 Regulations

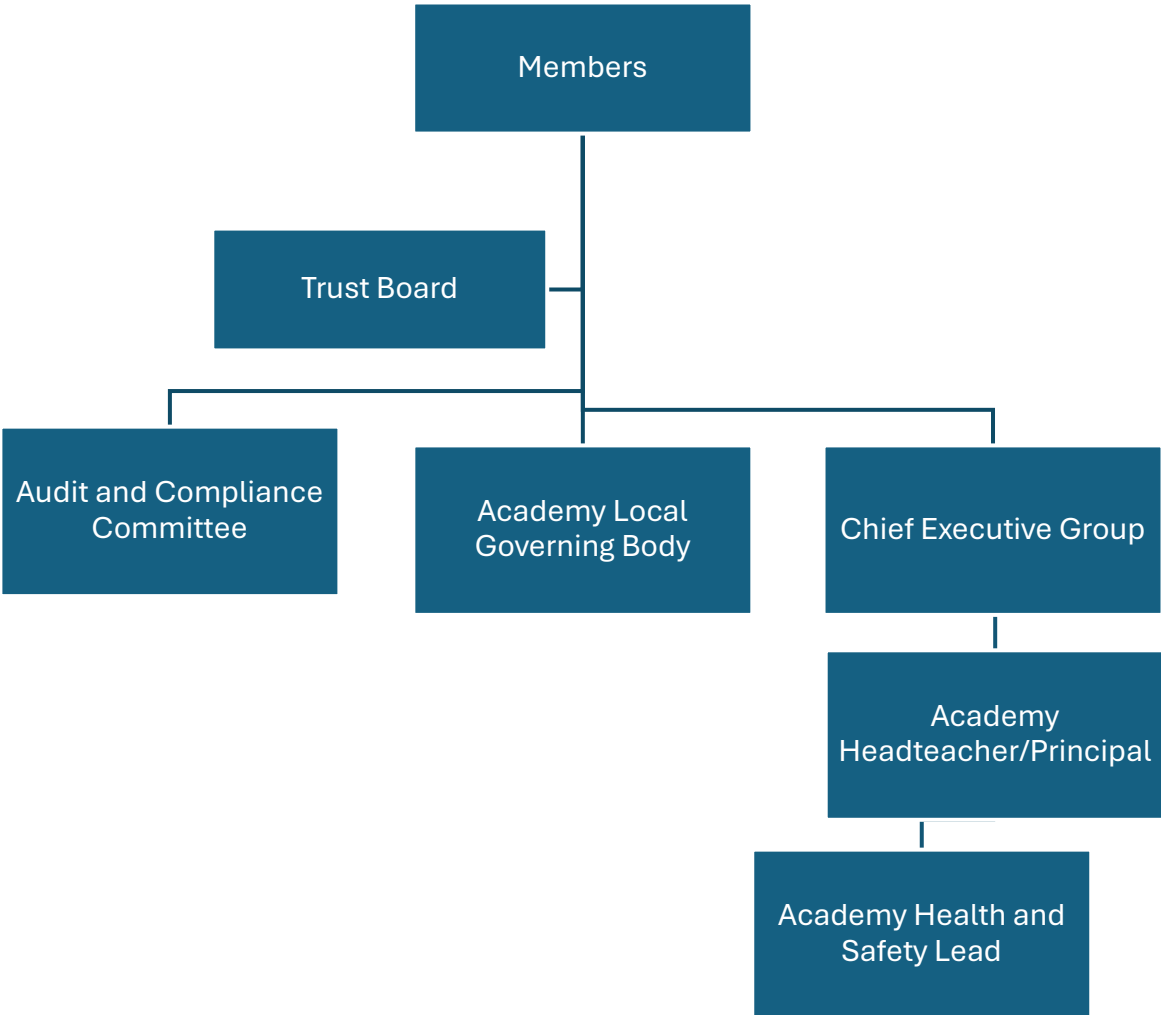
The Local Governing Bodies of The County High School Leftwich, Sir John Deane’s Sixth Form College, Middlewich High School, and The Macclesfield Academy have oversight of the management of health, safety and welfare within their academies and there is appropriate communication with the Foundation’s Trustees.

### 2.2 Trust Organisation

The simple organisational chart below shows the Trust’s arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not represent the organisation for our other business activities.

#### Trust Organisational Structure

Day to day responsibility for ensuring this Policy is put into practice:

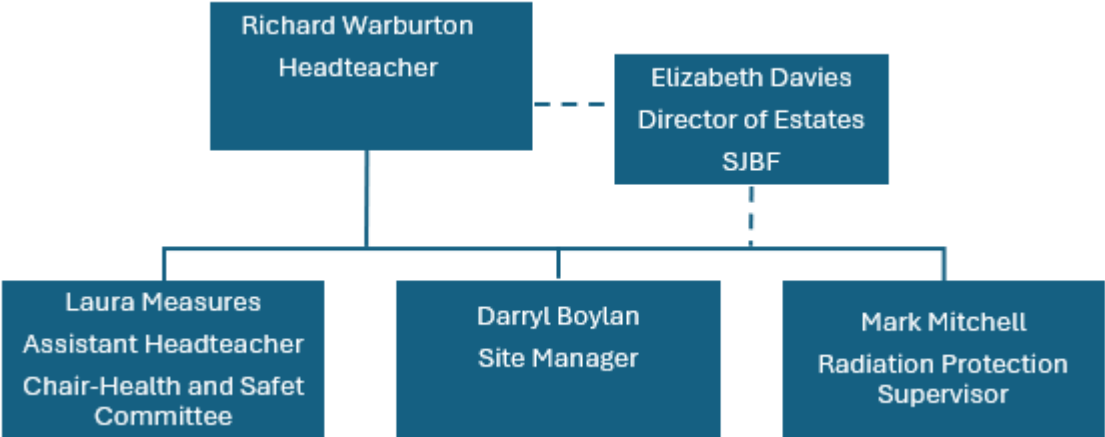


### 2.3 Academy Operational Organisation Structure

The local oversight and monitoring of Health and Safety is the responsibility of the Local Governing Body. The responsibility for operational procedures is delegated from the Chief Executive Group to the Headteacher/Principal and Academy staff.

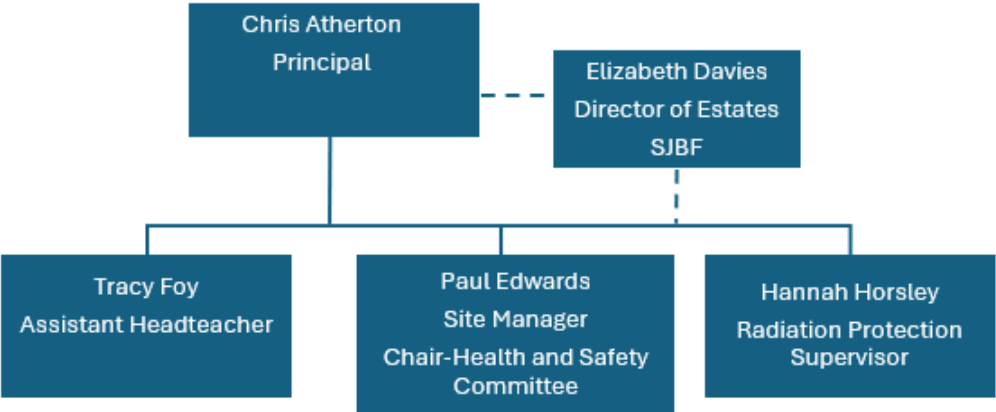
#### The County High School Leftwich

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: safety, risk assessments, consulting employees, first aid and ill health. Monitoring, accident and ill health investigation, emergency procedures, fire and fire evacuation. Maintaining equipment, information, instruction, supervision and training across The County High School Leftwich.



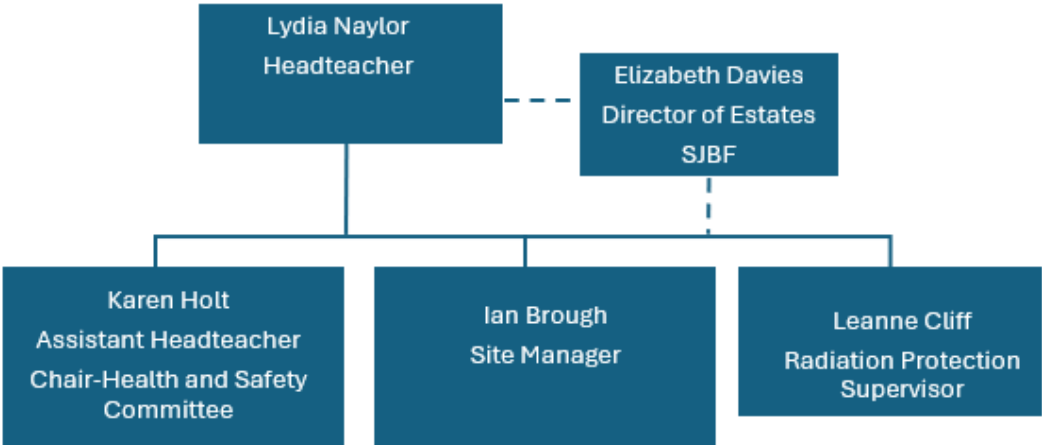
#### Sir John Deane’s Sixth Form College

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: safety, risk assessments, consulting employees, first aid and ill health. Monitoring, accident and ill health investigation, emergency procedures, fire and fire evacuation. Maintaining equipment, information, instruction, supervision and training across Sir John Deane’s Sixth Form College.



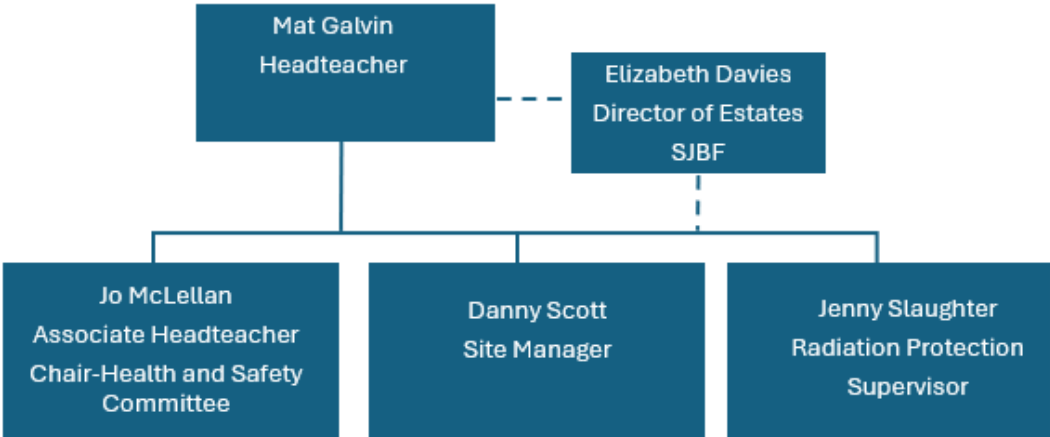
### Middlewich High School

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: safety, risk assessments, consulting employees, first aid and ill health. Monitoring, accident and ill health investigation, emergency procedures, fire and fire evacuation. Maintaining equipment, information, instruction, supervision and training across Middlewich High School.



### The Macclesfield Academy

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: safety, risk assessments, consulting employees, first aid and ill health. Monitoring, accident and ill health investigation, emergency procedures, fire and fire evacuation. Maintaining equipment, information, instruction, supervision and training across The Macclesfield Academy.



## 2.4 Responsibilities of Employees

### **It is the duty of all employees at The Sir John Brunner Foundation:**

- to co-operate with supervisors and managers on health and safety matters;
- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to co-operate with the Foundation and the Academy in fulfilling their statutory duties;
- not to interfere with or misuse anything provided in the interest of health and safety and to report any serious and imminent danger or any flaw in the health and safety arrangements and;
- report all health and safety concerns to an appropriate person (as detailed above).

## 2.5 Responsibilities of Students, Contractors and Visitors

### **Students, Contractors and Visitors have a duty to:**

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and to observe the safety rules and instructions given to them by members of staff
- Not to interfere with or misuse anything provided in the interest of health and safety and to report any serious or imminent danger to a member of staff
- Report all health and safety concerns to an appropriate person (as detailed above).

## 3. Arrangements for Health and Safety

All employees at The Sir John Brunner Foundation are provided with suitable and sufficient information, instruction, training and supervision as is necessary to ensure their health, safety and welfare whilst at work and together with the safety of others who may be affected by their actions.

The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.

Their place of work is safe and that there is safe access to and egress from the workplace.

Arrangements are in place to ensure that significant health and safety incidents are reported to our partner stakeholders such as Cheshire West and Chester Council and Cheshire East Council as our Local Authorities, the Health and Safety Executive, the Local Health Protection Team for Merseyside and Cheshire (UKHPA) and the Department for Education.

Where appropriate, health surveillance is provided to employees.

Registration is also in place with the HSE Radon Service for working with Radioactive Materials together with the Consortium of Local Educational Authorities for the Provision of

Science Services (CLEAPSS). This service is also in place for our Art and Design and Technology departments at each Academy.

## **Smartlog**

A suitable system is employed across the Foundation called Smartlog. This system assists us with the management of health and safety across all our schools.

This system provides appropriate resources to ensure the health, safety and welfare of our employees. It allows us to develop safe systems of work which are devised and implemented to reduce the risk to health and safety

Appropriate resources are provided to ensure that suitable and sufficient provision can be made for health, safety and welfare.

The system assists us with monitoring and inspection activities are undertaken and to maintain standards. This includes the maintenance of plant, machinery and equipment.

## **Risk Assessments**

We complete relevant risk assessments for our activities and take action as appropriate. These risk assessments are regularly reviewed and updated when habits or conditions change and following upon any significant change.

Arrangements are in place for the handling, storage and use of substances at work to reduce the risks to health and safety.

## **Training**

We will provide staff and contractors with health and safety inductions for each of our Academies. Staff are provided with appropriate training for their role and responsibilities. Further health and safety training is provided to those who have additional health and safety responsibilities such as our Headteachers/Principal, Health and Safety Leads and our Senior Leadership Teams.

Our Estates teams have further training including but not limited to Working at Height, Manual Handling and COSHH Awareness.

## **Consultation**

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

There are established and maintained procedures for consultation and communication between all levels of management and employees on all matters relating to health and safety.

Health and Safety Committees are established at each Academy meeting once per term.

Detailed reference information for employees is available from The Sir John Brunner Foundation and each Academy.

# Evacuation and Emergency Procedures

We will make sure escape routes are well signed and kept clear at all times. Planned fire evacuations take place at each Academy every half term. Each evacuation whether planned or unplanned is documented with a Lessons Learnt completed to assist us in improving our procedures.

Business Continuity Plans are also in place for The Sir John Brunner Foundation and for each Academy. These plans are tested from time to time and updated as necessary. For each emergency procedure implemented a Lessons Learnt is completed to assist us in improving our responses.

## 4. Review

This health and safety policy will be reviewed as a minimum on an annual basis and amended and updated as and when necessary and following any significant change. This includes changes in personnel. Communication of any such changes will be made to all employees, students, contractors and visitors.

### Links with Other Policies:

This Health and Safety Policy Statement is linked to the following policies and documents:

- Health and Safety Academy Statement of Intent
- Safeguarding Policy Statement incorporating Child Protection and Prevent
- Academy Safeguarding Policy
- Accessibility Plan
- Equality Diversity and Inclusion Policy
- Compliments and Complaints Procedure
- SJBF Health and Safety Standards

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Chair of the Board of Trustees

Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_