Health and Safety Policy

Approved by: Strategic committee	**Date:** 17th July 2024
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Next review due by:	

Health and safety policy

1. Purpose and Scope

The purpose of this Health and Safety Policy is to ensure that EAST SCITT provides a safe and healthy environment for all trainees, staff, mentors, and partner school personnel involved in our initial teacher training programme. This policy applies to all EAST SCITT training sites and partner school placements.

2. Responsibilities for Health and Safety

2.1 On training sites

The EAST SCITT central team is responsible for the health and safety of trainees while they are at the EAST SCITT central training room in partnership with Kesgrave High School and East Anglian Schools Trust adhering to all health and safety policies pertaining to the EAST SCITT central training room.

Where external sites are used for EAST SCITT training, overall responsibly lies with the contractor of that site. A member of EAST SCITT staff will always be on site and will follow health and safety processes outlined in site literature.

2.2 On placement

The partnership school and relevant personnel are responsible for the health and safety of trainees while they are on school placements. The EAST SCITT central team collaborates with placement schools to ensure compliance and support.

2.3 SCITT Staff

All SCITT staff must read and sign the East Anglian Schools Trust Health and Safety Handbook. This is available on the SCITT SharePoint area.

All East Anglian Schools Trust staff are subject to the following the EAST Health and Safety Policy available here

3. Reporting Process for Health and Safety Concerns

Any health and safety concerns must be reported immediately to the relevant personnel which would be the EAST SCITT central team, or the partnership school's health and safety officer. It is the responsibility of EAST SCITT to ensure reported health and safety concerns are passed on in line with East Anglian Schools Trust's health and safety policy available here

5. Statement of Intent

EAST SCITT is committed to providing a safe and healthy environment for all trainees, staff, mentors, and visitors. Our objective is to prevent accidents and cases of work-related ill-health and to provide adequate control of health and safety risks arising from our work and activities. We strive for continuous improvement in our health and safety performance through regular monitoring, evaluation, and enhancement of our health and safety practices.

6. Practical Arrangements for Managing Risks

- Where relevant regularly risk assess to identify potential hazards and implement control measures. These assessments are reviewed periodically and whenever there is a significant change in activities or premises.
- Where relevant provide comprehensive health and safety training to all trainees and staff. Inform all relevant parties of risk management procedures through training sessions and meetings.
- All staff must read and sign the EAST Health and Safety Handbook.
- Establish and communicate clear emergency procedures, including evacuation routes, assembly points, and first aid provisions. This is in line with East Anglian Schools Trust's health and safety policy available here.

- Health and Safety Monitoring of the EAST SCITT office and training room are conducted by Kesgrave high school in line with the Trust's health and safety policy available here.
- Well-being support is outlined in our well-being policy.

Contact Information for Health and Safety Inquiries:

Kesgrave High School Business Manager - Anita Collett

Chief Operating Officer – Kirk King

Publishing procedure

This policy will be available through the EAST SCITT website and our documentation. A copy is available from the SCITT office.

Review date for the policy

This policy will be reviewed and agreed by the Strategic committee every two years.