



**TRADED  
SERVICE**

**HEALTH AND  
SAFETY**

## OVERVIEW

Schools have certain responsibilities when it comes to health and safety. These include:

- Keeping pupils safe in school and outside of school
- Commitment and leadership from senior management, including competent policies
- Assessing and managing risks
- Preparation for public health incidents
- Approach to risk estimation and management of public health incidents
- School security and emergency preparation
- Staff training
- Recording and reporting injuries/accidents
- Review and evaluation; for more information, visit:  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

### OUR COMMITMENT TO YOU

- Agree a mutually convenient date and time for the annual audit to take place
- Agree a mutually convenient date and time for staff training
- Provide support and respond to queries and issues within 24-48 hours

### YOUR COMMITMENT TO US

- Agree a mutually convenient date and time for the annual audit to take place
- Agree a mutually convenient date and time for staff training
- All access to health and safety documentation

**23-24**

### WHAT OUR CLIENTS SAY

"As a new trust there is a lot to do on Health and Safety. Sheryl and Jo made it straight forward using their very easy and thorough 'Monday.com' platform. Each school now has its own portal to keep track of Health and Safety responsibilities and governors/trustees can access this too. Sheryl and Jo are always on hand to help with questions and concerns. We feel very well supported. Thank you!"

*University of Portsmouth Academy Trust*

**"EXTREMELY  
KNOWLEDGEABLE,  
HIGHLY PROFESSIONAL  
AND EXCEPTIONALLY  
RELIABLE"**

## SERVICE SCOPE

Our Health and Safety service includes the following:

### Advice and guidance

- Responses to any queries or issues within 24-48 hours
- Advice and guidance on accident and incident reporting
- Advice and guidance on completing risk assessments

### Audit

- Undertake an audit on an annual basis to evaluate compliance with health and safety legislation and good practice
- Provide the results of this audit within 2 weeks

### Policies

- Reviewing of policies related to health and safety
- Providing access to a variety of health and safety templates and supporting documents
- Reviewing of risk assessments relating to health and safety

### Training

- Online training can be provided to staff if required
- Access to the Shard Business Services learning platform, which includes factsheets for staff, short online courses, templates, and guidance

### Reporting

- Termly reporting to governors and trustees

## ADDITIONAL SERVICES

Organisations can purchase additional services which are not included within this traded service, which include:

- Customised onsite training in a variety of areas for staff, governors, or trustees
- Report on behalf of the school accidents and incidents to the Health & Safety Executive (HSE)
- Developing new risk assessments on behalf of the organisation

## ABOUT US

### Quality Results

We take great pride in providing quality business services at a price you can afford!

### Expertise

Our expertise includes strategic financial management, benchmarking, resource management, data protection, business management and internal scrutiny.

### Innovation

Our aim is to help leaders learn to succeed today. With an approach that is tailored to our clients needs we are amongst the best in the business.



Customer focussed



Highly reputable



Experts in compliance



Qualified & experienced



Affordably priced



shardbusiness



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