

TRADED SERVICE

HEALTH & SAFETY

2026-27

ABOUT US

At Shard Business Services, we are committed to delivering high-quality, value-driven support to the education sector. We take pride in providing specialist business services that are both effective and affordable ensuring that every client, regardless of size or budget, receives the support they need to operate with confidence and efficiency. With a sharp focus on efficiency, compliance, and growth, we partner with clients across sectors to streamline processes, enhance back-office performance, and drive sustainable results.

With over 25 years experience within the education sector, our extensive knowledge ranges across core disciplines essential to academy trust operations. This includes strategic financial management, benchmarking, resource planning, internal scrutiny, data protection, and business leadership support.

We understand that one size does not fit all. That's why our approach is tailored to the unique needs of each trust or school we work with. We work collaboratively with leaders to develop forward-thinking solutions that support improvement, build capacity, and help you succeed not just today, but in the long term. Our blend of innovation, expertise, and client care positions us as a trusted partner to some of the most successful education providers in the sector.

At our core, we value integrity, responsiveness, and a personalised approach to client success. We don't just provide services we build partnerships that evolve with your needs.

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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!

Chief Financial Officer
University of Portsmouth Academy Trust

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Experts in compliance



Highly reputable



Working in partnership



Customer focussed



Affordably priced



Qualified & experienced

OUR SERVICE

Schools and multi-academy trusts (MATs) have a statutory obligation to protect the health, safety, and welfare of all individuals who may be affected by their operations. This duty is outlined in the Health and Safety at Work etc. Act 1974, which serves as the cornerstone of workplace safety legislation in the UK.

Under this Act, employers including schools and trusts must ensure, so far as is reasonably practicable, the safety and wellbeing of their employees, as well as other persons who may be impacted by their activities. This includes pupils, parents, contractors, visitors, and volunteers.

At Shard Business Services, our Health and Safety service is designed to provide schools and multi-academy trusts with the assurance, expertise, and practical support needed to meet their statutory obligations under the legislation. We support leaders in ensuring the safety and wellbeing of pupils, staff, contractors, and visitors, while helping trusts demonstrate compliance and good governance.

Our service combines clear guidance, responsive support, and practical tools to help schools manage their responsibilities effectively. This includes advice on accident and incident reporting (including RIDDOR), risk assessment completion, and policy compliance across areas such as fire safety, lockdown, and emergency procedures. We also undertake annual compliance audits for trusts, providing timely reports to governors and trustees, supplemented with templates, resources, and optional self-evaluation tools.

The term "reasonably practicable" means that schools must balance the level of risk against the measures needed to control that risk in terms of cost, time, and effort. However, this does not excuse inaction where risks are significant and the solutions are readily achievable.

By working alongside your leadership teams, we ensure that health and safety responsibilities are managed proactively, transparently, and in line with best practice. Each engagement concludes with clear findings and recommendations, giving leaders the confidence to take informed action and build resilience across their trust.



OUR APPROACH

Our approach to health and safety is rooted in partnership, compliance, and practicality. We understand that every school and trust faces different risks and challenges, which is why our service is tailored to your unique operational environment. Rather than offering generic solutions, we work collaboratively with leaders to adapt existing frameworks or design bespoke procedures that reflect your trust's context and priorities.

We pride ourselves on being both responsive and proactive. Queries are answered promptly, audits are delivered on time, and staff training is adapted to your needs. Where risks or incidents arise, we provide clear guidance to help schools act quickly and appropriately, ensuring statutory obligations are met while safeguarding staff and pupils.

What sets Shard Business Services apart is our combination of sector expertise and practical insight. With experience across compliance, risk management, and governance, our team not only understands the regulatory requirements but also the day-to-day realities of managing health and safety in schools. This ensures that our advice is not only compliant, but achievable and meaningful in practice.

Through our expertise, flexibility, and client-focused approach, we provide leaders, trustees, and governors with the assurance they need to maintain safe environments, demonstrate accountability, and build long-term confidence in their health and safety arrangements.

We also place a strong emphasis on continuous improvement. Health and safety is not a one-off exercise but an ongoing responsibility, and our approach reflects this. By combining annual compliance audits with termly reporting, regular training, and responsive guidance, we help schools and trusts build a culture where safety is embedded at every level. This proactive, cyclical approach ensures that risks are continually monitored, lessons are learned from incidents, and best practice evolves in line with changing regulations and expectations.

Our commitment to you

- Agree a mutually convenient date and time for an annual compliance audit
- Agree a mutually convenient date and time for staff training
- Provide support and respond to queries and issues within 24-48 hours
- Provide prompt support with documentation and administrative compliance

Your commitment to us

- Agree a mutually convenient date and time for an annual compliance audit
- Agree a mutually convenient date and time for staff training
- Provide access to health and safety documentation
- Provide accurate information in a timely manner to ensure we can respond to incidents appropriately

SERVICE SCOPE

The following services are offered under our Health & Safety traded service offer:

Advice and guidance

- ✓ Provide responses to any queries or issues within 48 hours
- ✓ Provide advice and guidance on accident and incident reporting
- ✓ Provide advice and guidance on completing risk assessments

Audit & Reporting

- ✓ Undertake an annual audit to evaluate compliance with health and safety legislation and good practice
- ✓ Support with actions and next steps
- ✓ Annual reporting to leaders

Policies and Documentation

- ✓ Review school policies related to health and safety
- ✓ Provide access to a variety of health and safety templates and supporting documents
- ✓ Review school risk assessments relating to health and safety

Training

- ✓ Bespoke training provided on request

ADDITIONAL SERVICES

Shard Business Services provides expert, reliable, and bespoke support services tailored to the needs of schools, academies, and trusts. Our traded services are designed to strengthen operational effectiveness, ensure compliance, and provide strategic guidance across key business functions.

We work in partnership with your team to offer flexible, scalable services that align with your values and ambitions.

Business Management Support

Offer:

- Strategic leadership across business operations
- Interim or project-based School Business Leader support
- Budgeting, forecasting, and financial planning

Benefits:

- Continuity during leadership transitions
- Improved financial oversight and planning
- Capacity support during busy periods

Policy and Compliance Reviews

Offer:

- Review and update of policies
- Bespoke policy drafting aligned to your procedures
- Policy tracker and review schedule setup

Benefits:

- Up-to-date and legally compliant policies
- Reduced administrative burden
- Strategic alignment with your trust's goals

Resource Management and Benchmarking

Offer:

- Support with ICFP
- Analysis of workforce deployment and curriculum efficiency
- Benchmarking against national and local data sets

Benefits:

- Strategic insight into staffing and resource use
- Identification of cost-saving opportunities
- Alignment of educational outcomes with financial efficiency

GDPR and Data Protection

Offer:

- External Data Protection Officer (DPO) service
- GDPR audits and compliance reviews
- Policy and documentation support

Benefits:

- Assurance of regulatory compliance
- Reduced risk of data breaches
- Clear policies and protocols

Internal Scrutiny

Offer:

- Provide independent assurance
- Ensure that public funds are used appropriately
- Fully bespoke service

Benefits:

- Align fully with the requirements of ATH
- Independent oversight and assurance
- Expert sector knowledge

Training and Development

Offer:

- Training for senior leaders, governors, and staff
- Topics include financial governance, risk, GDPR
- Delivery online or in-person

Benefits:

- Improved confidence and skills
- Staff and governor development
- Customised to your context

CONTACT US

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