



## **Appendix X: Initial Teacher Training (ITT) Health & Safety Supplement**

### **Vantage North Humber Teacher Training (VNHTT)**

#### **X1. Purpose, Scope and Status**

This Appendix sets out how the St Cuthbert's Roman Catholic Multi Academy Trust (SCRCAAT) Health and Safety Policy applies to Initial Teacher Training (ITT) provision delivered through Vantage North Humber Teacher Training (VNHTT).

This Appendix forms an integral part of the Trust's overarching Health and Safety Policy and must be read alongside it. It provides clarification and additional requirements specific to ITT trainees, reflecting their dual status as trainees and emerging professionals, but does not replace or dilute the main policy.

The Appendix ensures that ITT provision is managed in compliance with:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Relevant Health and Safety Executive (HSE) guidance
- Department for Education (DfE) statutory requirements for accredited ITT provision

#### **X2. Application of the Health and Safety Policy to ITT Trainees**

For the avoidance of doubt, the Trust Health and Safety Policy:

- Extends fully to Vantage North Humber Teacher Training (VNHTT); and
- Applies in full to all ITT trainees, regardless of route, funding status, or placement setting.

Accordingly, references within the main policy to:

"Employees and others"

shall be read, for ITT purposes, as including:

"Employees, ITT trainees (including those training under Vantage North Humber Teacher Training / VNHTT), and others."

This ensures that ITT trainees are explicitly recognised as a priority group for health, safety and welfare protection, training, supervision, and resource allocation.



### **X3. Definition and Status of ITT Trainees for Health and Safety Purposes**

To reflect the dual professional classification of individuals undertaking ITT programmes, the Trust formally adopts the term "ITT Trainee" throughout its health and safety framework.

This classification recognises that:

- ITT trainees are students for the purposes of academic study and professional qualification; and
- ITT trainees are regarded as staff-equivalent for health and safety purposes, including:
  - Workplace responsibilities
  - Safe systems of work
  - Accident and incident reporting
  - Professional conduct expectations
  - Legal protections during school-based placements

Accordingly, for the purposes of this Health and Safety Policy, ITT trainees are expected to adhere to the same duties and responsibilities as employees, unless explicitly stated otherwise.

### **X4. Dual-Site Responsibility and Placement Protocol**

ITT trainees operate across multiple settings. The applicable health and safety arrangements depend on the governing authority of the site.

#### **X4.1 SCRCAT Trust Schools**

When ITT trainees are:

- Based at VNHTT (St Mary's College); or
- Undertaking placements within St Cuthbert's Roman Catholic Multi Academy Trust

they must comply with:

- The SCRCAT Health and Safety Policy; and
- This ITT-specific Appendix in full.

#### **X4.2 Non-Trust Partner Institutions**

When ITT trainees attend training or placements at institutions outside the SCRCAT Trust, they must:



- Comply with the local health and safety policies, procedures, and risk assessments of that institution; and
- Complete all required site-specific induction and safety briefings.

In all cases, VNHTT retains a duty of oversight for trainee welfare, safety, and professional suitability.

## **X5. Roles and Responsibilities in Relation to ITT Trainees**

### **X5.1 ITT Trainee Responsibilities**

For health and safety purposes, ITT trainees are responsible for:

- Taking reasonable care of their own health and safety and that of others
- Cooperating with VNHTT, placement schools, and Trust staff on health and safety matters
- Complying with agreed risk assessments and safe working practices
- Modelling safe, hygienic, and professional practice for pupils
- Reporting hazards, defects, near misses, and unsafe practices
- Reporting immediately any situation presenting a serious and imminent danger to their mentor, professional tutor, or the Head of VNHTT

### **X5.2 Teachers and Mentors**

In addition to responsibilities set out in the main policy, Teachers and Mentors will:

- Supervise and mentor ITT trainees to ensure compliance with safe working systems
- Model high professional standards of health and safety conduct
- Intervene promptly where unsafe practice is identified
- Support trainees in understanding subject-specific and site-specific risks

### **X5.3 Senior Leaders**

Senior Leaders with responsibility for ITT provision will ensure that:

- Health and safety responsibilities relating to ITT trainees are fully embedded within academy systems
- Placement-specific risks affecting trainees are identified and managed



- Suitable induction, information, instruction, and training are provided

## **X6. Consultation and Trainee Voice**

In line with the Health and Safety (Consultation with Employees) Regulations 1996, the Trust extends consultation arrangements to include ITT trainees where relevant.

This includes:

- Involving ITT trainees in health and safety discussions affecting their training or placements
- Considering trainee feedback regarding site-based risks and wellbeing concerns
- Using trainee feedback to inform continuous improvement of health and safety arrangements within ITT provision

## **X7. Training, Induction and Competence**

In addition to Section 2.17 of the main policy:

- All ITT trainees must complete a health and safety induction before commencing any placement or training activity
- Induction will include:
  - Emergency evacuation procedures
  - Key site-specific risk assessments
  - Arrangements for reporting accidents, incidents, and concerns

Where trainees move between placement schools, additional local induction must be completed as required.

## **X8. Accident, Incident and Near-Miss Reporting**

### **X8.1 SCRCAT Trust Schools**

Accidents, incidents, and near misses involving ITT trainees must be:

- Recorded in the Trust accident book
- Reported in accordance with SCRCAT procedures
- Escalated as required under RIDDOR



## X8.2 Non-Trust Placement Schools

Where incidents occur at non-Trust partner schools:

- The incident must be dealt with in accordance with the partner school's procedures; and
- The trainee must also notify the Head of VNHTT to enable oversight and welfare monitoring.

## X9. Specific Risk Management for ITT Trainees

### X9.1 Subject-Specific Risk

VNHTT subject leads will ensure that trainees receive appropriate training relating to:

- Science laboratories
- Physical Education activities
- Design and Technology workshops
- Any other specialist learning environments

### X9.2 New and Expectant Mothers

Once a trainee notifies VNHTT of pregnancy:

- A specific risk assessment will be undertaken
- A trainee support pathway will be established
- Controls will cover both training base and placement settings
- Arrangements will be reviewed regularly

### X9.3 Stress and Wellbeing

The Trust recognises that ITT programmes involve significant professional and academic demands. Accordingly:

- Trainee workload and wellbeing will be monitored
- Support mechanisms are available for trainees experiencing stress
- Trainees are encouraged to raise concerns at an early stage



## **X10. Compliance, Quality Assurance and Acknowledgement**

As part of professional induction, all VNHTT trainees will:

- Receive the SCRCAT Health and Safety Policy and this Appendix
- Be briefed on emergency procedures relevant to the areas they occupy
- Be required to sign a declaration confirming that they have read and understood the relevant documentation

Health and safety compliance relating to ITT trainees will form part of VNHTT's ongoing quality assurance, monitoring, and partnership review processes, ensuring continuous oversight and compliance across all training and placement settings.

Failure to comply with health and safety requirements may be treated as a professional conduct matter.