

Leanne Roberts  
Email: request-670627-9830f22b@whatdotheyknow.com

7 July 2020

**Ref: Information Request re: Racial and Disability Discrimination and Health and Safety records**

Dear Ms Roberts

In response to your request for information received by Astrea Academy Trust on 15 June 2020, regarding Racial and Disability Discrimination and Health and Safety records, we provide the following information.

1. You asked what date Astrea Academy Trust took over Balby Carr.

Balby Carr Academy transferred to Astrea Academy Trust on 1 September 2018.

2. You questioned how many race discrimination cases and separately the number of disability cases the Trust has faced from employees in the past 5 years.

Astrea Academy Trust have recorded one case of an employee reporting alleged racial discrimination, in the last five years.

Astrea Academy Trust have no recorded cases regarding employees alleging disability discrimination reported in the last five years.

3. You questioned how long does the trust hold health and safety measures records for?

Astrea Academy Trust comply with the Health and Safety Executive (HSE) Business Classification Scheme (BCS) and Disposal Policy which sets out the retention periods for health and safety records. More information can be found at: <https://www.hse.gov.uk/foi/busclasschem.pdf>. Staff Health and Safety records are covered in Section 1.6.3. Staff Health and Safety: Management of health and safety.

4. You questioned how many BAME and disabled staff do Astrea Academy Trust have? Do we have a policy for racial and disability discrimination, if so how long has the policy been in place and what policy was in place prior?

Astrea Academy Trust currently have 89 employees who have been identified in the BAME category, of which none have an identified disability.

Astrea Academy Trust currently have a total number of 18 employees who have reported an identified disability.

Astrea Academy Trust have a Staff Equality and Diversity policy currently in place, which was last reviewed in 2019, please find this policy attached. We do not hold previous Academy policies prior to transferring to Astrea, so cannot provide this information.

5. You questioned whether all disabled staff have a risk assessment.

AND

6. You asked whether all new staff fill in a health form? If so how long does the school take to process the information if someone declares a disability?

All Astrea Academy Trust employees are asked to complete a medical questionnaire on appointment identifying any health condition or disability. Whilst employed by Astrea, employees are obliged to inform us of any changes in circumstance, this includes health conditions and disabilities.

When employee disabilities are reported to Astrea, the appropriate support will be provided in the most suitable timeframe. Dependant on the disability, appropriate health and safety risk assessments on site and/or work area are carried out and any identified reasonable adjustments are implemented. Flexible Working arrangements are considered on an individual needs basis. This list is not exhaustive, and timeframes can vary for each circumstance and setting. Astrea are committed to making any necessary reasonable adjustment to suit the needs of employees where disability has been identified in the most efficient and suitable timeframe.

We thank you for your enquiry and trust that our response is satisfactory.

Your right to complain:

If you are unhappy with the way we have handled your request you may complain by writing to me at:


The Hub, Hartley Brook Academy  
Hartley Brook Road  
Sheffield  
S5 0JF

Your right to complain to the Information Commissioner:

Our complaints procedure sets out your right to complain to the Information Commissioner. Generally, the Information Commissioner will not entertain a complaint until you have exhausted our complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number  
[www.ico.gov.uk](http://www.ico.gov.uk)

If you wish to discuss any of the above, please contact me in writing at the above address. Please remember to quote the reference above in any future communications.



Yours Sincerely

Melanie Basson  
Data Protection Officer

