

Shireland Collegiate Academy Trust Policy

# Health and Safety Management System and Policy

2017

<b>Committee and Date Approved</b>	Resources Board – November 2017
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<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	Principal

**The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.**

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## Health and Safety Management System

The Shireland Collegiate Academy Trust is committed to providing a safe working environment for staff, students and visitors. Its aim is to provide a safe relaxed place to work and that it is committed to matters of health and safety having an equal place alongside all educational activities.

### Policy

The health and safety policy is the lead document in the health and safety management system. It acts as a mission statement for describing its approach to outlining health and safety responsibilities and arrangements.

The Shireland Collegiate Academy Trust has a health and safety policy, this acts as the lead document outlining its commitment to health and safety for the Trust and all Academy's. This is signed by the Chief Executive Officer on behalf of the Board of Trustees.

The Trust and all Academy's will follow the Shireland Collegiate Academy Trust Health and Safety Policy. However, the Trust and each Academy will have their own Health and Safety Procedures that contains the required sections as required by the Health and Safety at Work Act 1974. A statement of intent signed by the Chair of Governors and the CEO which demonstrates commitment to health and safety, how health and safety is organised which outlines specific key responsibilities and what the arrangements are for health and safety in each academy at a local level.

The Health and Safety Policy is available to all staff on the Health and Safety site on the Learning Gateway. Health and Safety issues are communicated through the Gateway, staff briefing sessions and Heads of Department meetings

### Organisation

The Trust and its Academies have an effective method in place for organising its activities and for promoting an effective health and safety culture. Shireland Collegiate Academy was awarded the ROSPA award in 2009. Through HSG 65 Successful Health and Safety Management, the HSE recognises the four C's of positive health and safety culture:-

- Competence – through recruitment, training and advisory service.
- Control – allocating responsibilities, securing commitment, instruction and training.
- Co-operation – between individuals and groups.
- Communication – spoken, written and visible.

### Control

The Principal of each Academy is responsible for leading and showing commitment to health and safety on day-to-day basis, he/she sets the agenda for each academy to follow. The Health and Safety officer has a direct link through their line manager to the Finance Director into the Executive Leadership Team which meets on a weekly basis.

The Principal is responsible for leading health and safety in each Academy. A member of the Senior Leadership Team is responsible for health and safety and works closely with the health and safety officer.

In addition to this, health and safety is an agenda item at the Resources Committee of the Trustees Board which meets on a termly basis and health and safety is monitored by the Governing Body. The Trustees monitor the role of the Resources Committee.

Persons identified with responsibilities towards health and safety are identified in the health and safety procedures for the Trust and its Academies.

All health and safety policies, guidance procedures etc. are discussed and taken to SLT for consultation purposes. Where required policies are taken to the Governors/Trustees for ratification.

## Communication

All health and safety matters are communicated via the Trust and Academy Gateway, staff briefings etc.

Heads of Department and Managers of Support Staff receive feedback concerning risk assessments, risks are either dealt with at local level by the site management team or risks requiring financial assistance are placed onto the asset management plan.

The health and safety officer is visible to staff with regards to health and safety support, advice and issues. The health and safety officer organises in house training when required to both staff and to students.

## Planning and Implementing

Planning is the key to ensuring that health and safety efforts work at the Trust and its Academies, by planning and setting objectives, identifying hazards and assessing risks and implementing standards all help to create a positive health and safety culture.

The Finance Director and the Health and Safety Officer at the Trust have been instrumental in developing a strategic and operational risk register, asset management plan which includes risks identified through the risk assessment process.

The Health and Safety Officer plans for health and safety and this is agreed with the Finance Director on a termly basis which is fed into ELT.

## Measure Performance

The Trust measures performance through active monitoring, (before things go wrong), regular inspection and through reactive monitoring, (after things have gone wrong and learning through mistakes).

An active monitoring form has been developed and is distributed to key staff on a termly basis results of this exercise are fed back to staff. Through this exercise the Trust and its

academies can measure performance with regards to organisational and communication issues.

The site manager, area health and safety representative and the health and safety officer carry out a formal inspection on a termly basis.

The health and safety officer receives health and safety incident forms this is then reported to the HSE under the requirement of the RIDDOR Regulations 1996.

All incidents and RIDDOR reportable accidents are reported to the Trustees on the Resources Committee for analysis purposes on an annual basis.

Any serious accident will always be investigated by the health and safety officer and recommendations will be made to the Executive Leadership Team.

## **Audit and Review**

The Health and Safety Officer and the Finance Director are constantly looking at ways as to how to improve performance through policy and organisational procedures and learning through experiences.

The Trust and its Academies will arrange for an external audit to take place every two years.

## **Health and Safety Policy**

### **General Health and Safety Policy Statement**

The Trust recognises and accepts its statutory responsibilities as an employer and will strive to secure the health, safety and welfare of its employees and others affected by its activities, e.g. members of the public, staff, students, contractors, etc, by assessing risks and establishing risk control measures which are suitable and sufficient.

In line with the Asset Management Plan, Risk Management Register and Health and Safety Action Plan, the Trust will set standards for health and safety and will measure its health and safety performance.

The Trust is committed to complying with all relevant health and safety legislation in particular the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999.

The Trust does, however, recognise that compliance with legislation is only a minimum requirement, and will therefore strive to improve on the statutory minimum.

The Trust is committed to continuous improvement. Health and safety objectives are regarded as being of equal importance to other corporate objectives. The Trust acknowledges that the Policy and what it represents, can contribute to business performance by, for example, reducing injuries and ill health; protecting the environment;

reducing losses and so on. When losses such as accidents occur, this represents a failure in management control, and is not necessarily the responsibility of individual employees.

The Trust is committed to making sure that any work carried out on its behalf, is done so with the risks to the health, safety and welfare of employees and others reduced to as low a level as is reasonably practicable. As site occupier and client, the Trust will plan, co-ordinate, control, monitor and review the activities of contracted organisations to effectively minimize the risks presented by contract work.

### **The Trust's Vision regarding Health and Safety**

The Trust aims to further develop a cultural change to the management of health and safety, and to promote a Trust approach to dealing with health and safety risks.

The Trust intends to foster a working environment in which all employees consider health, safety and welfare issues during their work, and make an effective contribution towards maintaining and improving health and safety standards. The Trust is working towards an accident free organisation and a healthy workplace and working environment.

### **Shireland Collegiate Academy Trust's Responsibility**

The Trust will make sure that there are adequate financial and physical resources available to support this Policy, and will take steps which are reasonably practicable and within its power to meet its responsibilities, in particular paying attention to:

- providing a safe place of work, with safe access and egress at each workplace.
- providing a safe and healthy working environment.
- providing sufficient support and facilities to enable Trades Union appointed Health and Safety Representatives and other employee representatives, to carry out their functions in accordance with the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996.
- providing safe plant, equipment and machinery.
- providing arrangements for the safe use, handling, storage and transportation of articles and substances at work.
- providing safe systems of work.
- providing adequate welfare facilities.
- maintaining existing participation e.g. Safety Committees; team meetings and so on. In doing so, recognizing the significant contribution that employees can make towards policy implementation, and the importance of maintaining these procedures because they represent an effective system of communication on health and safety matters.
- fostering an atmosphere within the Trust that encourages employees to contribute positively to their own health and safety at work.
- providing information, instruction and training at all levels to secure competence and to avoid ill health or injury at work.

- providing suitable and sufficient assessment of the risks to the health and safety of employees whilst at work, and the risks to the health and safety of non-employees arising out of or in connection with work activities.
- making and giving effect to arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- providing adequate supervision of activities to ensure health and safety standards are met.
- providing non-employees and contractors with information and instruction as necessary, to ensure that they are not placed at risk by the Trust and its Academies undertaking.
- collecting, monitoring and reporting on the occurrence of employee incidents across the Trust and its Academies.
- publishing annually the results of the Trust's health and safety performance.
- making provision for access to expert health and safety advice, from both within and outside the organisation.

## Development of Health and Safety

The Trust has a system of devolved management, and in line with this, health, safety and welfare functions are also delegated to encourage and enable health, safety and welfare issues to be addressed at local level wherever possible. However, although health and safety management is devolved for practical purposes, the overall responsibility for health and safety of the Trust and its Academies employees, and others affected by its work activities, rests with the Trust.

The devolved structure, including health and safety arrangements will be monitored by the Health and Safety Officer in conjunction with the Principal, and Senior Leadership Team (SLT), to ensure that it remains effective and appropriate.

The role of the Principal, and SLT is to ensure that health and safety is a primary consideration in policy development and resource planning, including monitoring and reviewing the effectiveness of health and safety strategies across the Trust.

SLT has a key part to play in making sure that health and safety is properly considered in the procurement of the Trust's services, and in the engagement of contractors.

Key Personnel (refer to individual Academy Health and Safety Procedures) play a key role in managing and supervising health and safety, and in maintaining and improving health and safety standards.

Without detracting from the primary responsibility for ensuring safe conditions at work, the Trust and its Academies will provide, through its Health and Safety Officer, competent technical advice on health and safety matters where necessary, to assist management in its task.

The organisation of responsibility for all matters related to health and safety within the Trust and its Academies can be found in Section 2 of this document.

The Trust further recognises the key role to be played by all employees in effective health and safety risk management. Employees have a crucial part to play in maintaining and improving health and safety standards, therefore all employees will be made aware, via appropriate training and information, of their legal and moral obligations in respect of health and safety.

The Trust will make sure that a competent occupational health service is provided and will assist in identifying and controlling work-related ill health. Further, the Trust will make sure that the work environment is monitored as necessary to encourage co-operation, partnership and joint consultation between Trades Union appointed Health and Safety Representatives/employee representatives and management on matters of health, safety and welfare.

Effective communication of the Health and Safety Policy is vitally important if it is to become more than words on paper. A summary of the key points of this policy is provided for all employees through their induction procedure and a copy of the individual academy's policy will be made available to all employees and a copy will be posted on the health and safety page of the gateway.

Where the opportunity for improvement allows, this Policy will be further developed, but will, nonetheless be reviewed annually. Any significant revisions will be notified to all employees.

Signature: Chief Executive Officer on behalf of the Shireland Collegiate Academy Trust

..... Date:.....

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Signature: Chief Executive Officer on behalf of the Shireland Collegiate Academy Trust

..... Date:.....

## Organisation for Health and Safety – Individual Responsibilities

All employees have a legal responsibility to comply with the statutory requirements of the Health and Safety at Work etc Act 1974.

### Trust /CEO,

The prime responsibility for accident and ill health prevention rests with the Trust, but the ultimate responsibility for health and safety within the organisation lies with the CEO of the Trust. The Trust has a critical role to play in ensuring that health and safety risks are properly managed, and must have the support of the SLT in order to carry out their functions which include:

- specifying a structure for health and safety planning, measuring performance, reviewing performance, auditing and monitoring the Health and Safety Policy.
- establishing structures and strategies to implement policy and integrating these into general business activity.
- making sure that sufficient resources are available for the implementation of this Policy.
- ensuring that responsibilities for safety, health and welfare are properly assigned, understood and implemented.
- agreeing plans for improvement and reviewing progress of the Health and Safety Policy, the development of the health and safety management system and Health and Safety Action Plan.
- ensuring that the Trust's Health and Safety Policy is strictly observed and monitored by way of consultation between employee representatives/Trades Union appointed Health and Safety Representatives in the workplace.
- ensuring that the performance of the Trust in the field of health and safety is audited and take whatever action may be required.
- overseeing the implementation of Health and Safety Action Plans developed as a result of the health and safety audit process.

- where a work activity presents a serious and imminent risk of injury or ill health to person(s) ensure, via their authority invested in the Health, Safety Officer, that the work activity ceases until the risk is removed.
- making sure that health and safety is an integral part of the procurement process.
- seeking advice from the Health and Safety Officer regarding relevant health and safety matters as and when necessary.
- receiving reports from the Health and Safety Officer as appropriate, and taking action as necessary.
- when making policy decisions on behalf of the Shireland Collegiate Academy Trust, making sure that any relevant health, safety and welfare issues are fully addressed.
- ensuring that Trust and its Academies produce comprehensive health and safety procedures and policies and that they are monitored and reviewed on a regular basis and brought to the attention of all employees.

### Senior Leadership Team

Will contribute to the Shireland Collegiate Academy Trust's health and safety management system, by concerning themselves with management arrangements for the identification, elimination and control of hazards and risks within their area of responsibility by:-

- ensuring that a health and safety action plan is included in the Shireland Collegiate Academy Trust Business Plans produced as part of the Asset Management Planning Process.
- carrying out regular safety tours and health and safety inspections to demonstrate their commitment to health and safety.
- ensuring that responsibilities for safety, health and welfare are properly assigned, understood and implemented by employees.
- Informing Shireland Collegiate Academy Trust, CEO etc of the resources (including financial) required to meet their Academy's obligations for health and safety matters, including the provision of equipment, clothing and training.
- responding to reports from the Health and Safety Officer and identifying extra resources as necessary to maintain compliance with the Academy's Health and Safety Policies.
- establishing management arrangements, risk control options and workplace precautions.
- seeking advice from Health and Safety Officer (and other specialists) to ensure effective planning and implementation of policy.
- developing and monitoring the effective implementation of the Trust and its Academies Health and Safety Policy.
- making sure that action plans, produced as a result of audit processes are drawn up and monitored.
- when making policy decisions on behalf of the individual Academies ensure that any relevant health, safety and welfare issues are fully addressed.
- ensuring that the Trust and its Academies has sufficient numbers of suitably trained competent person(s) designated to successfully implement the individual academy Health and Safety Policies.

- ensuring the production of comprehensive health and safety procedures, policies and risk assessments which are specific to individual academy's and that they are monitored, reviewed and updated on a regular basis and brought to the attention of employees under their control.
- facilitating the setting up of Health and Safety Committees to promote the participation and involvement of Trade Unions/employee representatives and management on all aspects of health and safety.
- making sure that sufficient support is provided for health and safety groups, set up to promote health and safety both locally and at corporate level.
- keeping up to date with changes in health and safety legislation, standards and good practice.

### **Key Personnel (as identified in individual Academies Health and Safety Policy)**

Will make sure that the workplace precautions and the risk control systems developed in order to control hazards and risks, are in place and are implemented by:-

- demonstrating their commitment to the Health and Safety Policy by exercising and setting a good example, and by promoting good practice.
- being accountable for the implementation of the Policy, management arrangements, Risk Control Systems, workplace precautions and performance standards within their area of control.
- ensuring that responsibilities for safety, health and welfare are properly assigned and understood by employees within their area of control and where appropriate develop a local policy/procedure specific to their area.
- making sure that sufficient information and resources are available.
- ensuring that hazards are identified and that written Risk Assessments are up to date. Making sure that the review, monitoring and re-issue of Risk Assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes or machinery and so on, and at not less than 12 monthly intervals.
- assessing work activities for risk, planning work activities in order to minimise the risk of accident or ill health to both employees and non-employees and highlighting hazards to employees and detailing/explaining preventive measures.
- making sure that there is communication and participation at all levels in health and safety activities.
- supervising work activities adequately to ensure good health and safety standards are maintained.
- maintaining an awareness of current health and safety legislation, issues and procedures and operating within these requirements.
- ensuring that the interests of their areas of responsibility are known and that suitable representation is made at Health and Safety working groups / Health and Safety Committees and so on.
- making sure that those employees with specific roles/responsibilities for health and safety are competent and receive training as necessary to enable them to perform effectively in their role.

- making sure that employees new to the Trust and its Academies, as part of the induction process, successfully complete a health and safety induction programme as a minimum health and safety standard.
- ensuring that health and safety documentation is in place and, as an essential component of this, ensuring that employees within their unit/team can all access the information.
- developing safe working practices and ensuring that safety rules are observed.
- ensuring that personal protective equipment (P.P.E.) appropriate to the risk is available and used.
- ensuring active monitoring of health and safety matters for example by undertaking health and safety inspections and surveys to ensure compliance with health, safety and welfare legislation.
- motivating all employees in the promotion of safe and healthy working conditions and ensuring adequate training and equipment is provided.
- monitoring health and safety standards at local level, to identify patterns and trends and address issues of concern.
- seeking advice and liaising with the Health and Safety Officer on health and safety matters and best practice where necessary.
- informing the Health and Safety Officer of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy.
- ensuring that appropriate people are designated as competent persons / co-ordinators, to co ordinate health and safety matters at a local level.
- ensuring that health and safety policies/procedures are implemented within their area.
- ensuring that fire safety procedures are in place and adhered to.

#### **The Health and Safety Officer will:**

- Plan for health and safety, and set realistic targets, deciding on priorities and establishing adequate systems and performance standards.
- Monitor the implementation of Shireland Collegiate Academy Trust's Health and Safety Policy, review performance, and report thereon to the Trust and SLT.
- Assist, monitor and formulate Shireland Collegiate Academy Trust's Health and Safety Policy through consultation with management and Trades Union appointed Health and Safety Representatives/employee representatives.
- On behalf of Shireland Collegiate Academy Trust/SLT, working in conjunction with the CEO to exercise executive powers, which may include the cessation of work activities, where there is a serious and imminent risk of injury to person(s).
- Report, as necessary, to appropriate committees of the Academy on Health and Safety matters.
- Liaise with the Health and Safety Executive and other appropriate bodies as necessary.
- Formulate and develop health and safety policy.

- Receive and collate employee incident data using the Learning Gateway and produce information and reports.
- Interpret the law in the context of the Academy, and provide meaningful guidance, information and advice on health and safety issues.
- Advise on appropriate health and safety training for SLT / Key Personnel and other employees as necessary to ensure compliance with statutory legislation.
- receiving reports from and responding as appropriate to health and safety reports received from Trade Union appointed Health and Safety Representatives/employee representatives.
- ensuring that Shireland Collegiate Academy Trust adheres to all statutory requirements, reviewing and monitoring such matters as risk assessment; fire precautions; first-aid; manual handling; safety of vehicles/machinery/plant/electricity/hazardous chemicals/accidents etc.
- ensure that pro active monitoring takes place to minimise accidents, incidents of violence and occupational ill health.
- ensuring reactive monitoring takes place such as investigating all reported accidents, near misses, incidents of violence and occupational illness (via referral to an Occupational Health Unit where appropriate), in order to identify causes, to establish the facts and put in place measures to prevent a recurrence. Making sure that records of accidents/occurrences and ill health, are kept and examined so that trends can be monitored and targets set.

#### Employees will:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
- co-operate with the Shireland Collegiate Academy Trust with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with.
- use machinery; equipment; substances; transport equipment in conformity with training and instruction provided.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare. To include safety devices such as protective clothing; first-aid; signs/labels/notices; machinery guards, etc.
- have a particular duty to other persons and members of the public in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered a risk to themselves or members of the public without the proper control measures being implemented.
- draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others.
- draw the attention of their line manager to any shortcomings in health and safety arrangements.
- avoid improvisation which could lead to risks to health and safety and consult their line manager on any areas of concern regarding health and safety.

- ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to their working practices.
- maintain tools and equipment in good condition and report any hazard or malfunction to their line manager.
- conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others.
- be appropriately dressed for the particular working conditions and activities.
- report all accidents, near misses, incidents of violence, diseases and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible.
- assist fully in the reporting and investigation of any accident/near miss, dangerous occurrence and incident of violence.
- make suggestions to improve health and safety.
- attend training courses designed to further the needs of health and safety as required.
- acquaint themselves with all processes, materials and substances used by them. Using those substances in accordance with guidance/information provided e.g. hazard data sheets. Seeking advice if in doubt from their line manager.
- make themselves aware of the fire evacuation procedure for their premise and the position of fire exits, alarms and equipment. Ensure that escape routes/exits are not blocked.
- when operating in a work environment outside the direct control of their immediate supervisor, identify and report to the person controlling the site so as to be informed of site safety rules or special requirements e.g. protective clothing.
- not use equipment or materials which have been provided by their employer for purposes other than that for which they have been provided.
- report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to their line manager and/ or Health and Safety Officer
- wear/use personal protective equipment as specified.
- not take any action or engage in any activity whilst at work which would negatively affect the health and safety of any other person.
- adopt safe methods of work.
- maintain high standards of site tidiness/good housekeeping.
- seek advice on health and safety responsibilities and best practice where necessary.

The above responsibilities imposed upon all employees under the Health and Safety at Work etc Act 1974 may from time to time be revised in line with legislation and Codes or Practice etc issued by the Health and Safety Executive.

### **Arrangements** (making the policy work)

This Policy sets out a general framework for the organisation and arrangements for health and safety in Shireland Collegiate Academy Trust.

In a complex and diverse organisation such as the Shireland Collegiate Academy Trust, reference must be made to the individual academy's Health and Safety Policy, and to the health and safety site on the gateway. This document should therefore be read in conjunction with the other documents.

## **Monitoring, Review and Circulation of the General Policy Statement**

### **Monitoring of the Policy**

This Policy will be monitored actively through management health and safety auditing systems carried by external organisations and also through the role and functions of Trades Union appointed Health and Safety representatives / employee representatives, and reactively by the continued collation of accident, near miss, violent incident and ill health statistics produced on a regular basis.

### **Review and Circulation**

New employees will receive a short statement about this document on appointment. This policy will continually be developed, reviewed and updated, as necessary (at least annually). Any significant changes will be brought immediately to the attention of all managers and employees through SLT, Health and Safety Committees, the gateway etc.