



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Name of Policy: **HEALTH & SAFETY (TRUST-WIDE)**

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Consultation on this Policy

There was no further consultation as no changes.

1. Health & Safety Policy Statement

1.1 Our commitment to health and safety forms part of the Trust's wider social agenda of social responsibility, sustainability, corporate governance and the management of risk and ultimately the quality of education delivered to our communities. We require this same commitment from our employees and contractors. The health and safety policy can only be implemented with the full co-operation of all involved and all the employees must take active care of their own and others' safety.

1.2 We believe in the achievement of high standards of health and safety reduces harm and losses due to accidents, incidents and ill-health and therefore makes good business sense.

1.3 Health and safety is integral to our asset management, the management of our human resources and organisational development and is included in all policies when and where appropriate.

1.4 All board members and employees of the Trust are asked to join together so we achieve our aim of providing a healthy and safe place of work.

2. The Trust Health & Safety Policy

2.1 The aim of the policy is to support our goal of being an organisation where everyone can fulfil their potential, free from work related injury or ill-health. This includes employees, students, contractors and others who may be affected by our work activities.

2.2 Policy Objectives:

- a) To conduct all our activities safely and in compliance with legislation and best practice;
- b) To provide safe working conditions and equipment;
- c) To promote a positive safety culture;
- d) To ensure our procurement promotes best practice in health & safety;
- e) To establish targets and action plans for continuous improvement of health & safety performance;
- f) To report our health and safety performance both externally and internally.

2.3 Policy Principles

- a) **Control** – those with management roles are responsible for the clear allocation of health & safety, responsibilities and for monitoring that those responsibilities are implemented
- b) **Co-operation** – we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort
- c) **Communication** – communication of health and safety information is essential and care must be taken to continually review and improve this
- d) **Competence** – developing the health and safety competence of board members, managers, employees and contractors is at the heart of health and safety management

These guiding principles are inter-related and inter-dependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

3. Organisational Structure and Responsibilities for Health & Safety

3.1 This section details the specific health & safety roles and responsibilities assigned to the following posts and functions.

- a) **Chair of the Board** – to ensure the work of the organisation is conducted in accordance with the policies and procedures for health and safety and with due regard to any statutory provisions set out in legislation.
- b) **Finance & Audit Committee** – via this committee’s Estates Management Working Party takes overall responsibility for the Trust’s health and safety performance and in particular is required to ensure that:
 - i. Decision making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation;
 - ii. Adequate resources are made available for health and safety;
 - iii. Health and safety performance is continually reviewed;
 - iv. Suitable action plans for improving health and safety are developed and implemented;
 - v. The appraisal framework is used to measure the performance of local governing bodies and headteachers against health and safety targets and objectives;
 - vi. A Trust-wide health and safety audit programme is implemented and progress of remedial actions is monitored.
- c) **Local school level senior leadership teams** – will ensure that all the decisions they make are in line with the Trust’s policy and procedures for health & safety and any statutory provisions as set out in legislation. The principle is to be borne in mind by all committees and during all contact with employees and members of the public.
- d) **Academy Headteachers** – all headteachers take overall responsibility for the management of health and safety in their academy and sphere of influence. In particular headteachers are required to:
 - i. ensure adequate resources are available to successfully manage health and safety within their Academy;
 - ii. ensure implementation of the Trust health and safety policy and procedures;
 - iii. ensure the development and implementation of an Academy health and safety action plan for continuous improvement in health and safety;
 - iv. ensure development, implementation and review of an Academy specific health and safety policy, organisation and arrangements in line with the Trust policy and be countersigned by the link Trustee for Health & Safety;
 - v. uphold the guiding principles for health and safety and require the same from senior leadership colleagues, supervisors and employees;
 - vi. ensure development, implementation and review of structures and systems within the Academy to promote management control, co-operation, communication and competence on health and safety matters;
 - vii. use the appraisal framework to measure the performance of senior managers against health and safety targets and objectives;
 - viii. ensure effective proactive and reactive monitoring of health and safety at all management levels;

- ix. measure and review Academy performance against key performance indicators, targets and Academy health and safety action plans;
 - x. ensure implementation of an Academy health and safety audit programme and monitor progress of remedial actions
- e) Senior leadership colleagues, Managers and Supervisors – the Trust assigns the health and safety responsibilities of additional tiers of management in local health and safety policies. Generally where a manager or supervisor has an operational responsibility for the organisation or control of any Trust undertaking or activity, he/she also carries the responsibility for doing all within his/her authority to ensure an acceptable level of health and safety during the conduct of that undertaking or activity. In all cases, this policy requirement reflects the legal duties placed on such persons by statutory law on health and safety.
- f) **Trade union safety representatives** - Trade Union Safety Representatives are fully consulted on matters affecting the health and safety of employees they represent, in compliance with the Safety Representatives and Safety Committees Regulations 1977. Formal consultation with Trades Unions on health and safety takes place through the health and safety committees.
- g) **Employees** - All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Trust's disciplinary procedures. In particular, all employees are required to:
- i. take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work;
 - ii. co-operate with all managers, team leaders and supervisors on health and safety matters; familiarise themselves with, and to act in accordance with, any health and safety procedures which have been issued to them or otherwise brought to their attention;
 - iii. act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them;
 - iv. make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received;
 - v. report any loss of, or obvious defect in, such PPE to their team leader or manager;
 - vi. not take part in any horseplay or to interfere with or misuse anything provided in the interest of health, safety or welfare;
 - vii. report any accident/incident, no matter how minor the injury, by informing their supervisor or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee whilst on Trust premises or sites or affected by Harris Federation activities, which comes to their attention;
 - viii. report to their supervisor or manager any work situation which they consider to represent a serious and immediate danger to health and safety, or any matter which they consider to represent a shortcoming in current arrangements for health and safety;
 - ix. follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.

4. Managing Health and Safety

- 4.1 **Health & Safety Policy** – all academies are required to establish academy specific health and safety policy statements and organisational arrangements to implement the Trust policy incorporating each academy’s needs and responsibilities.
- 4.2 Organisation:
- a) **Responsibilities** – line management is responsible for health and safety performance and the implementation of Trust and Academy health and safety policy, arrangements and procedures. Specific health and safety roles and responsibilities have been assigned to various posts and these are included in the Organisation section of the relevant policies (see Section 2);
 - b) **Consultation** – consultation is achieved by standard health and safety agenda items on all team meetings, through appropriate membership of committees and groups and meetings including recognised Trade Union representation;
 - c) **Learning and Development** – Health and safety competencies are core skills essential to the effective conduct of employee duties. These competencies are developed through induction at Academy level. Specific (e.g. manual handling, first aid, fire safety etc.) and managerial training is arranged to suit individual and organisational needs;
 - d) **Job Descriptions/Employee Contracts** – suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles;
 - e) **Appraisal** – the Appraisal framework is used to set and measure performance against health and safety targets and objectives (where these are appropriate for the job description of the employee concerned). Appraisal is also used to identify health and safety learning and development needs of individuals and monitor competency development;
 - f) **Communication** – Health and safety information is communicated through line management with health and safety as an agenda item at all levels of team meetings. Trust health and safety documentation is developed and made available in electronic and hard copy format.
- 4.3 Planning and Implementing:
- a) **Health and Safety Action Plans** – Headteachers are required to develop, maintain and report on health and safety action plans to ensure continuous improvement in health and safety performance;
 - b) **Risk Assessments** – Managers conduct and record risk assessments for all our activities using the corporate system and guidelines and ensure findings are brought to the attention of employees. Risk assessments are reviewed periodically and, following any significant changes, to ensure they remain suitable and sufficient;
 - c) **Procedures** – Trust and Academy health and safety procedures are the standards, systems and guidelines for the implementation of control measures for specific health and safety risks. Procedures are developed and implemented in accordance with the risk profile of the Trust and individual Academies. Trust procedures apply to all establishments. All health and safety procedures are regularly reviewed, updated when appropriate, and subject to an internet based document control system.
- 4.4 Measuring Performance

- a) Proactive health and safety monitoring is a line management function. Health and safety performance is formally measured during manager/supervisor inspection in accordance with the Trust's health and safety procedures;
- b) Reactive measurement is by Managers and Supervisors implementing the health and safety procedures for accident and incident reporting and investigation;
- c) In addition the Trust measure performance by audit, inspection and by accident and incident reporting and investigation.

4.5 Reviewing Performance

- a) Havering Council is retained to provide health and safety advice and review each academies compliance. Performance is reviewed and reported at local senior leadership teams, the Estates Management Working Party and the Board on a formal and regular basis. Performance is measured against health and safety performance indicators and targets, and in terms of the achievement of Headteachers' health and safety action plans. Opportunities are sought for credible and suitable benchmarking

4.6 Auditing:

- b) A programme of health and safety audits is delivered across all Academies in accordance with the Federation health and safety audit system. The Chief Operating Officer ensures that suitable audit programmes are in place and audit action plans are fully implemented.