



Hanley and Upton Educational Trust

Health and Safety Policy

| Stage | Version | V1.0 (02-02-2021) |
|----------|--|-------------------|
| | Author | Andrew Isaac |
| | Frequency | Annual |
| 1 | Consulted at Leadership Forum | February 2021 |
| 2 | Approved by HUET Board | March 2021` |
| 3 | Uploaded to HUET Website Uploaded to HCHS ASC Website Uploaded to Kempsey School ASC Website Uploaded to Hanley Swan Primary School ASC Website Uploaded to Welland Primary School ASC Website | March 2021 |
| 4 | Next review date | February 2022 |

Contents

| | |
|--|----|
| Health and Safety Management System | 3 |
| Policy | 3 |
| Organisation | 3 |
| Control | 4 |
| Communication | 4 |
| Planning and Implementing | 4 |
| Measure Performance | 4 |
| Accident Reporting | 4 |
| Audit and Review | 5 |
| Health and Safety Policy | 5 |
| General Health and Safety Policy Statement | 5 |
| The Trust's Vision regarding health and safety | 5 |
| HUET Responsibility | 5 |
| Management of health and safety | 6 |
| Organisation for health and safety – individual responsibilities | 7 |
| Trust/CEO | 7 |
| Academy Standards Committee / Headteacher | 8 |
| Key Personnel | 9 |
| Health and Safety Officer Responsibilities | 10 |
| Employees Responsibilities | 11 |
| Arrangements | 12 |

Health and Safety Management System

The HUET is committed to providing a safe working environment for staff, students and visitors. Its aim is to provide a safe place to work and to ensure that matters of health and safety have an equal place alongside all educational activities.

This policy has been produced as required by Section 2(3) of The Health and Safety at Work Act 1974 to clearly identify the responsibilities of the HUET Board, Academy Standards Committees, Chief Executive Officer, Academy Headteachers, Health and Safety Officer and key personnel.

Policy

The Health and Safety Policy is the lead document in the HUET health and safety management system. It acts as a mission statement for setting out our commitment to health and safety for the Trust and all Academies and describes our approach to outlining health and safety responsibilities and arrangements. Whilst the Trust and each Academy must follow the policy, each Academy will have their own Health and Safety Action Plan that contains the required sections as required by the Health and Safety at Work Act 1974. The Health and Safety Policy is available to all staff and health and safety issues are communicated through email, staff briefing sessions and Heads of Department meetings.

Monitoring of the Policy

This Policy will be monitored actively through management internal health and safety auditing systems including review by the HUET Health and Safety lead trustee. In addition, the Policy will be monitored by external organisations and also through the role and functions of Trades Union appointed health and safety representatives / employee representatives.

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 Academy Headteachers.

Organisation

The Trust and its Academies have an effective method in place for organising and promoting an effective health and safety culture. HSG 65 'Managing for Health and Safety' is a guide produced by HSE to support managing health and safety in organisations. It explains the Plan, Do, Check, Act approach and treats health and safety management as an integral part of good management rather than a stand-alone system. Through HSG 65 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 Headteacher of each Academy is responsible for leading and showing commitment to health and safety on a day-to-day basis, he/she sets the agenda for each academy to follow. The HUET Health and Safety Officer (HSO) has a direct link through the Chief Financial Officer (CFO) into the Leadership Forum which meets on a monthly basis and will support each Headteacher with any health and safety issue. In addition to this, health and safety is an agenda item at both HUET Board and Academy Standards Committee (ASC) meetings which meet on a termly basis and health and safety is monitored by the HUET Board at trust level and ASC at school level.

Persons identified with responsibilities towards health and safety are identified in the health and safety procedures for each of the Academies within the trust. Where required policies are taken to the HUET Board for ratification and all health and safety procedures etc. are discussed and taken to ASC for consultation purposes.

Communication

All health and safety matters are communicated via email, staff briefings 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 HSO 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 within the Trust and its Academies. Planning and setting objectives, identifying hazards and assessing risks and implementing standards all help to create a positive health and safety culture. The CFO and the Trust Facilities Manager, who is the HUET nominated Health and Safety Officer, have been instrumental in developing a strategic and operational risk register and asset management plan which includes risks identified through the risk assessment process. The HSO plans for key health and safety actions and this is escalated for approval by the CFO on a priority basis which is fed into both HUET Board and Leadership Forum.

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 twice yearly and the 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.

Accident Reporting

The HSO receives health and safety incident forms which are then reported to the HSE under the requirement of the RIDDOR Regulations 2013. All incidents and RIDDOR reportable accidents are reported to the HUET Board for analysis purposes on an annual basis. Any serious accident will always be investigated by the HSO and recommendations will be made to the HUET Board.

Audit and Review

The HUET Health and Safety Officer and the CFO are constantly looking at ways to improve performance through policy and organisational procedures and learning through experiences. The HUET Health and Safety lead trustee will have oversight of the performance and will ensure that the Trust and its Academies arrange for an audit to take place every two years as appropriate.

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. students, staff, members of the public, 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 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 trust objectives.

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 staff and others reduced to as low a level as is reasonably practicable. The Trust will also plan, coordinate, 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.

HUET 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 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 systems of work including safe plant, equipment and machinery and arrangements for the safe use, handling, storage and transportation of articles and substances at 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 staff members 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 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.
- 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 Trust.

Management 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 the health and safety of its employees and others affected by its work activities rests with the Trust.

The devolved structure, including health and safety arrangements, will be monitored by each Academy Headteacher for both teaching and non-teaching activities with the HSO supporting the non-teaching activities of the schools and Heads of Department supporting the teaching activities to ensure they remain effective and appropriate.

The role of the CEO 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. The CFO and the HSO have 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 and action plans) play a critical 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 HSO, competent technical advice on health and safety matters to assist management in its task.

The Trust further recognises the key role to be played by all staff in effective health and safety risk management and 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 Health and Safety Action Plan will be made available to all employees via e mail and updated on an annual basis. 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.

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 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 will appoint one of its trustees to take a lead on health and safety matters and form an integral part of the health and safety management system. The Trust must have the support of both the ASCs and Senior leaders of all schools in order to carry out their functions which include:

- Specifying a structure for health and safety planning, measuring and reviewing performance, auditing and monitoring the Health and Safety Policy.
- Ensuring that a Health and Safety Action Plan is included in the HUET Development Plan produced on an annual basis.
- Establishing processes to implement policy and integrating these into general business activity.

- Making sure that sufficient resources are available for the implementation of this policy and that health and safety is an integral part of the procurement process.
- 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 implementation of Health and Safety Action Plans.
 - Where a work activity presents a serious and imminent risk of injury or ill health to person(s) ensure, via the authority invested in the Health and Safety Officer, that the work activity ceases until the risk is removed.
- Seeking advice from the HSO regarding relevant health and safety matters as and when necessary.
- Receiving reports from the HSO as appropriate, and acting as necessary.
- When making policy decisions on behalf of HUET, making sure that any relevant health, safety and welfare issues are fully addressed.
- Facilitating the setting up of a HUET Health and Safety Committee to promote compliance with the policy and 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 at the corporate level.

The HUET Health and Safety Committee will include:

CEO/CFO

HUET Health & Safety Officer

HUET H & S Lead Trustee

Union rep

Key department representatives as required e.g. Science/ PE/Catering/Technology

Academy Standards Committee and Headteachers

Will contribute to the HUET's health and safety management system, by concerning themselves with management arrangements for the identification, elimination and control of hazards and risks within their individual school by:-

- Ensuring that a Health and Safety Action Plan is included in the individual academy development plan produced on an annual basis.
- Carrying out regular 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 HUET, CFO 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.

- Seeking advice from the HUET HSO (and other specialists) to ensure effective implementation of policy.
- Developing and monitoring the effective implementation of each Academy's health and safety procedures and risk assessments and that they are monitored, reviewed and updated on a regular basis and brought to the attention of employees under their control.
- Making sure that action plans, produced as a result of audit processes, are drawn up, monitored and actioned.
- Facilitating the setting up of an Academy Health and Safety Committee 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 at academy level.

The Academy Health and Safety Committee will include:

HT

HUET Health & Safety Officer

ASC H & S Lead member

Union rep

Key department representatives as required e.g. Science/ PE/Catering/Technology

Key Personnel (As identified in individual Academy Health and Safety Action Plans)

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 and ensuring good health and safety standards are maintained.
- Being accountable for the implementation of the Health and Safety 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, communicated and understood by employees within their area of control and where appropriate provide training and develop a local policy/procedure specific to their area.
- 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.
- 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 / committees and so on.
- Making sure that employees new to the academy, 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 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.
- Seeking advice and liaising with the HSO on health and safety matters and best practice where necessary.
- Informing the HSO of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy.
- Ensuring that fire safety procedures are in place and adhered to.

Health and Safety Officer Responsibilities

- Keep up to date with changes in health and safety legislation, standards and good practice and provide meaningful guidance and advice.
- Assist, monitor and formulate HUET Health and Safety Policy through consultation with management and Trades Union appointed health and safety representatives/employee representatives.
- Plan for health and safety and set realistic targets, deciding on priorities and establishing adequate systems and performance standards.
- Monitor the implementation of the HUET Health and Safety Policy, review performance, and report thereon to the HUET Board and ASC if appropriate
- Liaise with the Health and Safety Executive and other appropriate bodies as necessary.
- Receive and collate employee incident data and produce information and reports.
- Advise on appropriate health and safety training for Headteachers / Key Personnel and other employees as necessary to ensure compliance with statutory legislation.
- Respond as appropriate to health and safety reports received from Trade Union appointed health and safety representatives/employee representatives.
- Ensure that the HUET 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.

- Ensure 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, establish the facts and put in place measures to prevent a recurrence. Make sure that records of accidents/occurrences and ill health, are kept and examined so that trends can be monitored and targets set.

Employees Responsibilities

- 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.
- Use machinery, equipment, substances and 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, including 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 or any shortcomings in health and safety arrangements.
- Avoid improvisation which could lead to risks to 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, 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.
- Attend training courses designed to further the needs of health and safety as required.
- 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 HSO.
- 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 HUET. In a complex and diverse organisation such as HUET, reference must be made to the individual academy's health and safety procedures and action plans. This document should therefore be read in conjunction with the other documents.