

# Health, Safety and Wellbeing Policy

Procedure Originator:	P POTTS
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Next Review Date	DECEMBER 2020
Audience:	ALL

## Foreword by the Chief Executive



We are determined that no child attending a Shaw Education Trust Academy should have their opportunities limited by their background, or by their ability.

We are sponsored by a charity and focused on harnessing the power of people to affect positive change for youngsters. We work with children, leaders and teachers to create the very best opportunities for all their futures.

There is no better, nor more rewarding job than teaching - no greater buzz than watching children achieve beyond their own expectation. The joy of celebrating the inconceivable and accomplishing the incredible cannot be beaten.

I expect leaders at all levels to ensure that Health and Safety issues are fully integrated into day to day decision making, strategic planning and working practices. Leading by example will help us to improve and grow our health and safety culture

This policy outlines our commitment to managing Health and Safety in a proactive manner with clear roles and responsibilities assigned to all our employees.

A handwritten signature in black ink, appearing to be "Jo Morgan".

**Jo Morgan**  
**Chief Executive**

## Part 1

# Health, Safety & Wellbeing Policy Statement

Shaw Education Trust aims to have excellent Health and Safety performance in all of its activities and is committed to continuous improvement. Health and Safety objectives are of equal importance to other corporate objectives and will be integrated into all areas of business activity.

The Trust accepts its duties, bound by the provisions of the Health and Safety at Work, etc. Act 1974 and associated regulations and codes of practice, however recognises that compliance with legislation is only a minimum requirement, and therefore strives to achieve higher standards.

The Trust recognises that an academy is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the Principal and senior management team in each Shaw Education Trust academy to ensure this is the case.

The Trust is committed to the development of a climate in which a positive Health and Safety culture can develop. The following are keystones of this culture:-

- Effective communication and consultation with employees, trade union representatives and other relevant parties.
- Access to competent Health and Safety advice and support.
- Control and assessment of our risks by setting clear Health and Safety objectives and providing strong leadership.
- Secured co-operation between individuals, trade unions, employee representatives and working groups.
- Operation of a 'no blame culture' with support for individuals who participate in hazard or near miss accident reporting.

Managers and employees are expected to accept their responsibility by ensuring that they take reasonable care of their own Health and Safety and that of other people who may be affected by their acts or omissions.

All employees are to contribute to the maintenance of a safe and healthy workplace, and accept their personal responsibilities to work safely adhere to safety rules and work procedures, use safety equipment provided and generally contribute to the maintenance of Health and Safety working conditions.

The Trust will consult employees on health and safety issues via safety representatives through its various academy staff consultation forums and via the Health and Safety Committee

The capabilities of employees as regards health and safety will be taken into

account when entrusting work to them. Appropriate training will be provided to enable employees to meet the required standards of performance.

The Health and Safety Policy and associated management arrangements and procedures apply to all Shaw Education Trust activities and workplaces. Compliance with these documents is mandatory and subject to periodic audit.

Sufficient financial and physical resources will be provided to implement this policy and appropriate training will be provided.

This policy will be reviewed annually and amended as required. A copy of the policy and any revisions will be made available to employees.



Jo Morgan  
Chief Executive



Jon Rouse  
Board of Trustees (Chair)

This corporate H&S Policy is intended to address the activities of Shaw Education Trust. It is recognised, however, that the arrangements for delivering these procedures may vary between academies, according to bespoke conditions and resources etc. Whilst the Trust expects its academies to adopt this policy, it is recognised that some adaptation may be necessary in order to reflect local safety arrangements.

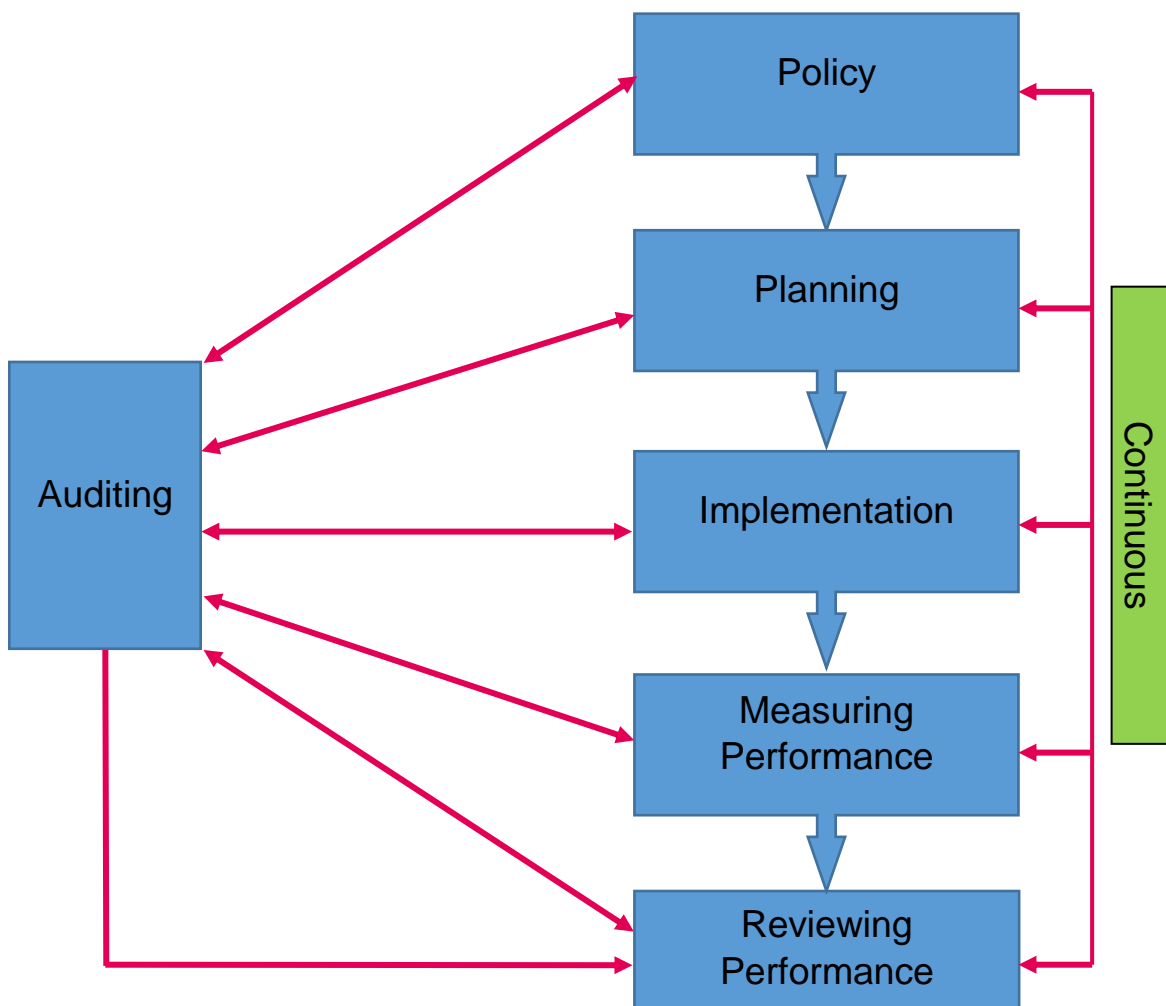
## Part 2 - Organisation for Health and Safety

### 2.1 Health, Safety & Wellbeing Management System

Shaw Education Trust employs the Health and Safety Performance Management model produced by the Health and Safety Executive HSG65 (Plan, Do, Check, Act). The model also incorporates elements of the international environmental management systems standard, ISO 14001, and the Occupational Health and Safety Management Systems specification, OHSAS 18001.

This system enables a single and consistent approach across all areas and activities of the organisation.

The key elements are supported by the fundamental requirement for 'Leadership, Commitment and Involvement'



## 2.2 Devolvement of Health and Safety Management

Whilst it is accepted that the overall responsibility for health and safety rests with Shaw Education Trust as the employer, significant duties are placed on certain individuals and groups within the organisation. Each individual must ensure that they understand and act to fulfil their responsibility for Health and Safety.

H&S Role	Who this includes
Corporate Planners	Shaw Education Trust Board of Directors
Planners	Principals, Headteachers, Academy Council, School Governors.
Implementers	Senior Leadership Team, Wider Leadership Team, Supervisory Staff, Premise Managers, Health and Safety Coordinators.
Assisters	Health and Safety Advisors, Occupational Health professionals, Specialist Technical Staff, Strategic Partners (including Technical “bought in” services).
Employees	Permanent, Casual, Temporary, Work Placement, Students, Agency, Contract ad Voluntary Workers.

### Corporate Planners (Shaw Education Trust Board of Directors)

Responsible for the strategic direction of the Trust, acting as “Corporate Policy Makers”, will ensure that an effective Health and Safety management system is in place, including suitable monitoring and review mechanisms, in order to engender continuous improvement. They will ensure that a Corporate Health and Safety Policy is maintained and communicated to all Academies.

They will also make sure that Health and Safety matters are taken into account when organisational decisions are made.

Shaw Education Trust’s Chief Executive has overall responsibility for the formulation and development of the Corporate Health and Safety Policy.

Corporate Planners are required to:

1. **Demonstrate visible leadership and commitment to health, safety & wellbeing including ensuring suitable representation of the organisation at Health, Safety & Wellbeing Forum and Committees and communicating the importance of health, safety & wellbeing considerations.**
2. **Address Health and Safety issues when making policy decisions or considering organisational change.**
3. **Specify a structure for health and safety planning, measuring performance, reviewing performance, auditing and monitoring the health and safety systems.**

4. **Establish structures and strategies to implement health, safety & wellbeing policies and integrating these into general business activity including the assignment of responsibilities.**
5. **Set targets to improve health and safety performance as part of the business planning process.**
6. **Monitor the health, safety & wellbeing performance of the Trust and review the effectiveness of the health and safety management system on a regular basis.**
7. **Ensure that sufficient resources are available for the implementation of this policy and supporting health and safety arrangements including the appointment of sufficient competent persons to assist in ensuring compliance with statutory requirements and the monitoring of the management system.**
8. **Seek advice from Health and Safety specialists to ensure effective planning and implementation of Health & Safety policies.**
9. **Ensure that health and safety is an integral part of the procurement process, and that the Trust makes legitimate and relevant health and safety requirements a significant factor in its procurement decisions.**
10. **Receive reports from the Director of Estates, Health and Safety and Compliance as appropriate and take action as necessary.**

#### **Planners (Principals, Head teachers, Academy Councils, School Governors.)**

“Planners” will ensure that detailed local policies are developed, which shall reflect local safety arrangements and align with the Trusts Corporate Health and Safety Policy.

They contribute to the organisations health and safety management system by concerning themselves with management arrangements for the identification, elimination and control of hazards and risks within their academy.

Planners are required to:

1. **Demonstrate visible leadership and commitment to health, safety & wellbeing and ensure that an effective and inclusive communication strategy is in place.**
2. **Develop a local Health and Safety policy, aligned to the Trusts corporate policy.**
3. **Ensure that responsibilities for health and safety are properly assigned, communicated and understood by employees and are referenced within job descriptions within their area of control.**

4. **Ensure appropriate resources are available (including financial) to meet their academies obligations for health and safety matters, including the provision of equipment, clothing and training.**
5. **Ensure the effective implementation of Health and Safety management arrangements and the Health and Safety Management System so that suitable processes exist for the identification, monitoring and review of risk control measures, in order to select the most appropriate means of minimising risk to staff, students/pupils and others.**
6. **Support the Trust in promoting the Health and Safety Management System and a positive Health and Safety culture including participation in educational and promotional initiatives.**
7. **Ensure Health and Safety issues are fully addressed and integrated into policy decisions, consideration of organisational changes, Plans and Strategies including setting targets to improve health and safety performance.**
8. **Seek advice from Health and Safety specialists to ensure effective planning and implementation of Health & Safety policies.**
9. **Provide the leadership and management and receive, as a minimum, a termly health and safety report from the academy Principal and take action as necessary. Items for inclusion should contain, although not limited to:-**
  - **Accidents/Near misses (including trends)**
  - **Safeguarding issues**
  - **Health and Safety Incidents**
  - **HSE communications (including RIDDOR notifications)**
  - **Incidents of violence**
  - **Occupational illness**
10. **Ensure that the management structure provides challenge and support to the academy Principal.**
11. **Participate in all elements of the health and safety audit process and ensure that action plans required as part of the audit processes are drawn up and their implementation monitored**
12. **Hold individuals accountable for their health and safety responsibilities. Ensure health and safety performance is taken into account in performance appraisals, and corrective action is taken in the case of deviation from health and safety standards/rules etc.**
13. **Engage in regular two way communication with employees about Health and Safety issues and taking appropriate action regarding any concerns that employees raise.**



14. **Ensure that sufficient training and development is in place to allow the Principal to undertake their duties effectively.**
15. **Nominate a named Premises Manager. (Premise managers must be competent, possess adequate knowledge, experience and relevant/current training, sufficient to conduct the tasks assigned.**
16. **Nominate a named Health and Safety Co-ordinator. (Health and Safety Co-ordinators must be competent, possess adequate knowledge, experience and relevant/current training, sufficient to conduct the tasks assigned.**

**NOTE: Where a named Premise Manager and Health and Safety Coordinator has not been appointed, this role will default to the Academy Principal/Headteacher**

**Implementers (Senior Leadership Team, Wider Leadership Team, Supervisory Staff, Premise Managers, Health and Safety Coordinators)**

“Implementers” are responsible for the day-to-day maintenance and development of safe working practices and conditions for staff, students, visitors and any other persons using the premises or engaged in activities sponsored by the academy. They will ensure that appropriate workplace precautions and safe systems of work are developed in order to identify and control hazards effectively.

Whilst, the overall responsibility of the implementer may not be delegated, they may often be assisted by other designated and competent individuals for example Site Managers, Facility Managers, Heads of Departments, etc.

Implementers are required to:-

1. **Demonstrate visible leadership and commitment to Health and Safety and promote a positive health and safety culture by setting a good example, promoting good practice and challenging poor perceptions or attitudes towards health and safety.**
2. **Ensure that responsibilities for health and safety are properly assigned, communicated and understood by employees and are referenced within job descriptions within their area of control.**
3. **Ensure employees and non-employees are provided with the necessary information, instruction and training to ensure they are competent to complete their tasks/roles safely and effectively.**
4. **Hold individuals accountable for their health and safety responsibilities. Ensure health and safety performance is taken into account in performance appraisals, and corrective action is taken in the case of deviation from health and safety standards/rules etc.**
5. **Ensure that hazards are identified, control measures implemented and that recorded 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, machinery or people and at not less than 12 monthly intervals.

6. **Assess work activities for risk, plan work activities in order to minimise the risk of accident or ill health to employees, non-employees and any identified at risk groups such as young persons. Communicate hazards to employees and detailing/explaining control measures.**
7. **Engage in regular two way communication with employees about Health and Safety issues and taking appropriate action regarding any concerns that employees raise.**
8. **Actively monitor and supervise work activities adequately to ensure good health and safety standards are maintained and compliance with Health and Safety procedures.**
9. **Ensure timely reactive monitoring takes place including investigating all reported hazard reports by employees, accidents, near misses, incidents of violence and occupational illness, in order to identify causes, to establish the facts and put in place measures to prevent a recurrence.**
10. **Maintain records of accidents and incidents and undertake investigations of these in order to identify root causes. Use the information obtained from investigations in addition to other records of ill health and health and safety standards at local level and identify patterns and trends and address issues of concern.**
11. **Ensure that targets set on health and safety are being achieved with feedback to Managers regarding successes and failures in relation to performance, and advise of any deficiencies in plans, arrangements, systems or precautions.**
12. **Seek advice from Health and Safety specialists to ensure effective planning and implementation of Health & Safety policies.**
13. **Report to the “Planners”, issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policies, and that extra resources are identified to maintain compliance.**
14. **Participate in all elements of the health and safety audit process and ensure that action plans required as part of the audit processes are drawn up and their implementation monitored**
15. **Demonstrate commitment to health and safety by carrying out regular health and safety inspections, supporting promotional campaigns and setting a personal example in their management.**

16. Ensure that Health and Safety is an agenda item at a minimum of termly staff meetings.
17. Set targets to improve health and safety performance as part of the business planning process.
18. Ensure that adequate supervision, training and instruction is available so that all staff and students can perform their academy-related activities in a healthy and safe manner.
19. Identify and provide any necessary safety and protective equipment and clothing together with any necessary guidance, instruction so that all staff and students can perform their academy-related activities in a healthy and safe manner
20. Health and safety is a fixed item on departmental meeting agendas.
21. Ensure that new line management reports (i.e. new employees working within their department) are given instruction in safe working practices
22. All plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order.
23. Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled

### **Specialist Duties - Premise Managers**

It should be recognised that a school environment is a designated workplace. The role, therefore of a premise manager, requires a significant amount of experience, knowledge and training in order to ensure that safety of the building users.

Premise managers are required to:-

1. **Understand the Academies arrangements for Health and Safety and have an awareness of relevant current health and safety issues, procedures and ensure operation within these requirements**
2. **Control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented.**
3. **Ensure adequate security arrangements are maintained.**
4. **Ensure the general cleanliness of the premises and that adequate welfare facilities are provided.**
5. **Arrange for regular inspection of areas of the premises for which they are responsible to ensure workplace health and safety standards are suitable and that a safe means of access and egress are maintained.**

6. **Ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained including for those individuals who require assistance.**
7. **Ensure that plant and equipment is adequately maintained including the regular testing and maintenance of electrical equipment.**
8. **Maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.**
9. **Ensure the first aid requirements for the premises are formally assessed and adequate provision is made.**
10. **Ensure all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.**
11. **Undertake thorough investigation of all premise related accidents/incidents, including the identification of root causes and ensure the availability of an accident book at each premise.**
12. **Ensure the adequate provision of health and safety notices (including the Health and Safety Law Poster) and warning signs are prominently displayed, kept up to date and comply with the Health and Safety Regulations.**
13. **Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests.**
14. **Ensure adequate systems are in place for the management of asbestos, control of legionella and excessive water temperatures.**
15. **Respond promptly to notification of a defect resulting from a maintenance contact visit that could affect the health and safety of building occupants/visitors.**

### **Specialist Duties – Health and Safety Coordinators**

Consistent with the Trust's Health and Safety ethos and in line with this policy, it is recognised that all members of the school community are instrumental in the delivery of good Health and Safety practice. It is not, therefore, the intention or inference that the duties associated with the delivery of good Health and Safety, fall to the Health and Safety Coordinator.

The role of Health and Safety Coordinator should be considered more in terms of that of a facilitator, whereby the actions required in order to comply with the requirements of this policy are centrally coordinated.

Duties of the Health and Safety Coordinators include:-

- 1. Investigate potential hazards and examine the causes of accidents in the workplace**
- 2. Investigate complaints by employees relating to that employees health and safety at work.**
- 3. Make representations to the Planners on general matters affecting the health and safety of employees.**
- 4. Carry out workplace health and safety inspections or Ensure that workplace health and safety inspections are being carried out by the respective staff members.**
- 5. Attend any safety committee meetings.**
- 6. Co-operate with employers in promoting health and safety at work.**
- 7. Ensure that all risk assessments are reviewed by the necessary members of staff at relevant intervals, and that any new activities are suitably risk assessed with sufficient controls put in place.**
- 8. Coordinate the completion of the annual Health and Safety Self-Evaluation and subsequent monitoring and tracking of the resulting action plan.**
- 9. Coordinate the completion of the annual Health and Safety Audit and subsequent monitoring and tracking of the resulting action plan.**
- 10. Assist in the delivery of externally conducted Health and Safety Audits.**
- 11. Compile termly reports which are presented to and discussed with the Health and Safety Committee to report on any matter relating to health and safety.**

### **Health & Safety Assisters**

External, competent persons have been appointed to assist the Trust in meeting its statutory duties. Where appropriate, other specialists may be appointed as necessary in order to access specialist advice.

The Health and Safety Service will:

- 1. Promote awareness of the Trusts Health and Safety targets, aims and encourage a positive safety culture.**

- 2. Provide guidance on the Health and Safety Policy, management systems and supporting standards.**
- 3. Understand the characteristics of the workplaces and activities within the Trust and be able to understand the associated Health and Safety hazards and support the risk management process.**
- 4. Provide guidance on how to meet the requirements of relevant legislation including relevant technical issues.**
- 5. Design and deliver appropriate Health and Safety training.**
- 6. Plan and undertake Health and Safety inspections and audits.**
- 7. Advise and support accident and incident investigations.**
- 8. Provide reports on Health and Safety to appropriate groups and management teams.**

### **Employees**

Irrespective of their position within the organisation, every individual is regarded as an employee and therefore the employee responsibilities within this policy apply to everyone. Employees have an important role to play in achieving a healthy and safe work environment and maintaining and improving Health and Safety standards.

All employees will:-

- 1. 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.**
- 2. Be familiar with and follow instructions (verbal and written), safe working practices and systems, control measures (including the use of PPE) and guidance given to ensure personal safety and the safety of others including fire evacuation procedures.**
- 3. Only use machinery, equipment, substances and materials for the purpose intended and in accordance with guidance, training and instruction provided.**
- 4. Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety.**
- 5. Report unsafe conditions, methods of work, practices, tools, plant, premises or equipment immediately.**
- 6. Be suitably dressed for the particular work conditions and activities and conduct themselves in an appropriate manner in the workplace, refraining from any horseplay.**

- 7. Co-operate fully in the reporting and investigation of any accident/near misses, dangerous occurrences or incidents of violence, including reporting them to the line manager as soon as possible and entering the details in the accident book.**
- 8. Co-operate in occupational health screening and the completion of any occupational health surveillance activities.**
- 9. Participate in events and attend training courses designed to further the needs of health and safety as required including fire evacuation practices.**
- 10. 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;**
- 11. Suggest areas for improvement to their manager and support improvement measures that are introduced.**
- 12. Seek advice on health and safety responsibilities and best practice where necessary.**

**All employees have a duty to co-operate at all times in the furtherance of the policy objectives. The Trust insists on safe working methods and employees disregarding safety rules and procedures drawn up for their and others' benefit will be liable to disciplinary action not excluding dismissal**

## Part 3 - Management Arrangements

### 3.1 Arrangements for applying the policy

This Health and Safety Policy sets out the framework for the organisation and arrangements for Health and Safety across the Trust.

To support this policy and manage the Health and Safety risks within the organisation, a series of topic specific policies have also been developed. These define the minimum arrangements needed to meet legal and corporate standards. They also provide Managers and Employees with effective guidance and support on how to manage the risks effectively and their specific responsibilities.

*At the time of the publishing of this policy, the following supporting policies are in development and will be disseminated when available. During the interim period, academies will be required to follow their existing arrangements.*

The following documents will be made available via the Trusts intranet site and include:-

- Adverse Weather Policy
- Asbestos Policy
- Electrical Safety Policy
- Gas Safety Policy
- Glass and Glazing Policy
- Lettings and Licensing Policy
- Management of Contractors Policy
- Manual Handling Policy
- Noise Policy
- Pond Safety Policy
- Security and Crime Prevention Policy
- Smoking at Work Policy
- Swimming Pool Operation Policy
- Waste management Policy
- Water Hygiene (inc. Legionella) Policy
- Working at Heights Policy
- Working in Confined Spaces Policy

### 3.2 Consultation and Communication Arrangements

#### **Corporate Health and Safety Steering Committee**

Chaired by one of the Trust's Regional Directors, this group of senior managers, professional advisors and respective trade union representatives will set out the Trusts vision, aims, objectives and targets to deliver excellent Health and Safety performance. The group will set clear aims and debate the risk control strategies to be adopted. The group also reviews management information such as statistics on accidents, sickness absence and the annual report on performance to ensure continuous improvement.

#### **Health and Safety Focus Group**

Chaired by the Trusts Director of Estates, Health and Safety and Compliance, this group shall consist of representatives from each academy. Membership shall include the nominated health and safety representative from each academy, professional



advisors.

Whilst individual terms of reference will reflect the group's activities, the primary purpose is to engender an open and transparent environment where mutual support and best practice is identified and encouraged. The group shall meet at least once each term.

### **3.3 Monitoring, Review and Communication**

#### **Monitoring of the Policy**

This Policy will be monitored actively through a tiered health and safety auditing system (conducted by professional Health and Safety advisors, the nominated academy Health and

Safety representatives, Director of Estates, Health & Safety and Compliance and through self-evaluation by the academy)

It will also be reactively monitored by the continued collation of management information reviewed by the Corporate, Health and Safety Steering Committee.

#### **Review and Communication**

This policy will continually be developed, reviewed and updated, as necessary (at least once every 2 years). Any changes will be communicated to managers and employees. A copy of this Health and Safety Policy, which is a declaration of the Trust's commitment to Health and Safety, will be made available to all employees.

#### **Measuring Performance**

Health and Safety performance indicators are agreed and monitored by the Corporate Health and Safety Steering Committee

The performance indicators are designed to achieve continual improvement and are reviewed annually. To measure performance we will also collect data which can be analysed and provide insight into areas for improvement.

Accident and Incident investigations will be undertaken and these investigations will identify root caused to ensure that effective management systems are in place any necessary improvements are identified.

Line managers are expected to monitor performance through direct supervision, workplace safety tours, reviewing accident investigations and sharing findings, reviewing near-miss reports and monitoring areas and teams after incidents.

### **3.4 Auditing**

The Trust have adopted a tiered approach to the auditing and evaluation of Health and Safety within its academies [Corporate Health and Safety Audit system](#) is designed to provide an effective active monitoring process and includes tools for managers to enable them to evaluate and monitor their own health and safety performance. These will give direction for managers on improving their own (and their team's) performance in the future.

The Health and Safety Service will carry out periodic Internal Health and Safety Audits to complement the Health and Safety Management Standards Survey.

The Internal Health and Safety Audits will involve the use of an Audit Maturity Model, against which managers can benchmark their performance against standardised goals. Feedback on the trends identified from audits will form part of monitoring performance.

### **3.5 Commissioning and Suppliers**

Health and Safety issues will be considered as part of the commissioning and procurement process. The Trust expects those it commissions to make proper provision for the Health and Safety of employees, visitors, service users and those in the community who may be affected by their activities.



**We believe, you achieve**

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