Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Osborne
Co-operative Academy Trust

Policy/Procedure: Trust Health & Safety Policy

First approved by Trust Board: September 2017

Review Frequency: Annual

Date of last review: July 2019

Date of next review: July 2020

Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

STATEMENT OF INTENT

Osborne Co-operative Academy Trust recognises that effective health and safety management is an integral part of business efficiency, and is committed to encouraging high levels of performance, by all employees. It aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well.

The influences on how we work come from outside as well as inside the Trust. The intention of this Policy, and the work that comes from it, is to ensure there is commitment, ownership and accountability, shown by all employees towards the development of a positive health and safety culture. This can only be achieved by effective management & communication systems and a competent and committed workforce.

The Trust is also mindful of its health and safety responsibilities to the pupils/students which attend its Schools, the public and anyone affected by its work, so far as is reasonably practicable.

Although as Chairman and Chief Executive Officer of the Trust we have prime responsibility, all employees, governors & trustees of the Trust also have an important part to play in ensuring that the objectives of this Policy are met. We expect the co-operation and assistance of all those involved in the running of the Trust to ensure the development and maintenance of the highest levels of health & safety in all aspects of our work.

We will endeavour to ensure that:
(1)   A positive attitude towards health and safety is developed throughout the Trust;

(2)   A Trust Health & Safety Action Plan is developed and implemented to fulfil the requirements of this Policy;

(3)   Sufficient resources are allocated to implement the Policy and Action Plan;

(4)   The requirements of this Policy are monitored & reviewed to ensure compliance.

The role we expect you to play in assisting the Trust to achieve high standards of health & safety is detailed in this Policy & its sub-ordinate local school health and safety policies.

The employees of Trust are its most important asset and we are committed to ensuring that high standards of health and safety are achieved and that a positive attitude towards health and safety at work is developed throughout the Trust.

This Policy will be reviewed annually or following a change in legislation.

Signed on behalf of the Trust

Chair of Trustees   Chief Executive   Date

OBJECTIVES

In implementing this Policy the Trust's objectives are to ensure that:

- The Trust's activities are carried out safely and without risk to health, so far as is reasonably practicable and that there are suitable arrangements to ensure the welfare of employees.

- All employees are aware of their own responsibilities and those of the Trust, and that they actively support the Trust in implementing this Policy.

- Individual School health & safety action plans are produced, implemented and kept under review.

- Policy, guidance, handbooks and safe systems of work are produced, detailing the organisation and arrangements for ensuring health and safety in each School.

- Recruitment practices ensure that prospective employees' competence is confirmed and that existing employees maintain the necessary competence to enable them to carry out their functions with minimum risk to themselves and others.

- Specialist professional advice and support on health, safety and welfare, together with relevant information is provided.

- Health and safety standards are set, effectively monitored and kept under review.

- All contractors (including sub-contractors), visitors and suppliers of goods and services actively comply with relevant health and safety procedures, so far as this can be secured by the Trust.

- Only contractors who can demonstrate a commitment to health and safety are appointed by the Trust, and that co-ordination and co-operation with contractors takes place in order that risks to the Trust's employees and pupils/students, contractor's employees and others are minimised.

- Suitable facilities are in place for consultation with, and involvement of, employees and, where relevant, their appointed safety representatives.

How Multi-Academy Trust Manages Health & Safety

The Trust's Health & Safety Management System has a number of components:

Health & Safety Policy

This document. It details the Trust's health and safety aspirations, the responsibilities of staff at various levels and the requirement for individual Schools within the Trust to produce detailed local health and safety policy documents.

Health and Safety Manual

The Trust has subscribed to the OneSource Health and Safety Advisory Service. As part of its subscription it has access to the Health and Safety Manual. The Manual contains details of how the Trust requires various hazards to be managed including guidance on undertaking risk assessments. It is accessible via a secure website. Each School's Health and Safety Co-ordinator can provide log-in details.

School Health & Safety Policies

These contain the detailed arrangements on how health & safety is to be managed within each School. They include additional information on the individual responsibilities of employees and the safe working procedures established within the School. The Trust has provided a model policy on which these will be based.

Local risk assessments and Safe Working Procedures

Where the Trust's or School's guidance does not cover a particular activity the local manager will complete a risk assessment and if necessary, develop a safe working procedure.

ORGANISATION

The organisation section is divided into different roles. Depending on an individual's role within the Trust several sections may be applicable to them. Individuals working in any of the Trust's academies should also refer to their local health and safety policy.

1) **Responsibilities of the Trust**

   The Trustees have control over the overall direction of Trust through the policies they set and the schemes of delegation they create. They are responsible for ensuring that:

   (a) They understand and fully consider the health and safety implications of all their decisions;
   (b) Adequate resources (financial, human, time) are allocated to ensure that high health and safety standards are maintained;
   (c) They monitor the health and safety performance of each school and the Trust overall (see section on monitoring for further details) ;
   (d) They appoint a "Health and Safety Trustee" to lead on monitoring and health and safety culture promotion;
   (e) Members of the Board of Trustees are seen to be actively promoting the Trust's health and safety objectives including being involved in workplace inspections in all the Schools in the Trust at least annually;
   (f) Systems are in place to enable consultation with the Trust's employees on matters relating to health and safety at both individual School and Trust levels.

2) **Health and Safety Trustee**

   The Health and Safety Trustee's primary role is to ensure and co-ordinate the monitoring and analysis of health and safety performance data from the Trust's establishments in conjunction with the Trust's Health and Safety

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Co-ordinator (see section on monitoring for further details). They are also responsible for ensuring that the Trust is working to achieve and maintain a positive health and safety culture. As part of this task they will actively engage in communications with the Trust's managers, supervisors and staff regarding their attitudes towards safety and health; and their compliance with the Trust's policies and standards.

3) Responsibilities of all Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the Trust to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices of which they become aware to their line manager. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the Health & Safety Policy and associated arrangements, and to co-operate with the Trust on its implementation.

They must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in their School's Health & Safety Policy.

Employees are reminded that failure to comply with health and safety requirements could also lead to disciplinary action.

4) Management Responsibilities

On behalf of the Trust the Chief Executive has overall responsibility for all health and safety matters associated with the Trust and its activities. The responsibility is discharged, as set out below through the Headteachers, Heads of Department and other line managers.

Key Responsibilities of all Managers and Supervisors

All Headteachers, Heads of Department, managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees or projects) are responsible for ensuring this Policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

(a)   Promoting and developing a positive attitude towards health and safety throughout the Trust;

(b)   Ensuring that they are and remain competent to undertake their role, as a minimum all managers must meet the Trust's minimum competency requirements within the time periods defined in the Minimum Competency Requirements Section.

(c)   Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;

(d)   Ensuring risks are assessed, the significant findings recorded and communicated to employees, and appropriate protective and preventive measures implemented;

(e)   Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the Trust's established systems;

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(f)   Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;

(g)   Ensuring employees under their control are adequately trained, informed, instructed and supervised;

(h)   Making suitable arrangements for consultation with employees and employee safety representatives;

(i)   Ensuring that only contractors which have been assessed by the Trust for their health and safety competence are appointed to carry out work on the Trust's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to Trust employees, pupils/students, contractor's employees and others are minimised;

(j)   Reporting health and safety issues which they cannot resolve to the School's Health & Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the Trust have additional responsibilities to the general duties and these are described below.

Chief Executive Officer

The Chief Executive Officer is responsible for:

a)   The implementation, maintenance, monitoring and review of this Policy, across the Trust;

b)   Leading by example in actively promoting a health and safety culture in the Trust;

c)   Ensuring that Headteachers have implemented appropriate arrangements for the planning, organisation, control, and monitoring of preventive and protective measures within their Schools, including the production of local health & safety policy documents, and the implementation of recommendations arising from audits and reviews undertaken by the Trust or its appointed health and safety advisers.

Trust Health & Safety Co-ordinator

The Trust's Health & Safety Co-ordinator is responsible for:

• Developing & maintaining the Trust's Health & Safety Action Plan;
• Monitoring progress with implementing individual school health and safety action plans;
• Ensuring the Trust's accident/incident records are maintained and producing summary reports for the Board of Trustees which highlight any significant incidents & trends;
• Undertaking spot checks to monitor compliance with the Trust's policies and systems;
• Ensuring that the Health & Safety Trustee & Chief Executive Officer are aware of any significant issues with the Trust's management of health and safety which they have been unable to resolve.

School Governing Bodies

The Governing Body of each school is responsible for ensuring that:
• It understands and fully considers the health & safety implications of its decisions;
• Adequate resources are allocated to health & safety;
• Health & safety standards are maintained by monitoring the School's performance on a termly basis;
• At least one health and safety governor is nominated;
• The local school policy is kept up to date by reviewing it annually.

School Health & Safety Governors

Health & Safety Governors will:

- Participate in termly workplace inspections of the establishment;
- Monitor the School's health & safety performance (including against its safety management system action plan) on behalf of the Governing Body (see section on monitoring in School's local health and safety policy for further details);
- Present a report to the Governing body each term detailing the findings of their activities.

Headteachers

Headteachers have a key role to play in utilising the knowledge and expertise within their School to produce detailed health and safety arrangements relevant to their area of work. They are responsible for:

(a) Ensuring that their School has produced and implemented a local health and safety policy document. This will include the responsibilities of employees and details of the management systems it has introduced to implement this Policy within their School;

(b) Ensuring that suitable resources are allocated to effectively manage health and safety within the School;

(c) Implementing the recommendations arising from health and safety audits of the School;

(d) Producing action plans to assist with the implementation of the Policy and recommendations arising from audits, inspections and investigations;

(e) Monitoring and reviewing the health & safety performance of the School on a regular basis;

(f) Producing an annual report for the Board of Trustees on the School's health and safety performance in the agreed format;

(g) Appointing a Health & Safety Co-ordinator for the School. This person should be a senior member of staff, or have appropriate delegated authority to ensure that managers and staff will co-operate with their requests and instructions.

School Health & Safety Co-ordinators

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Headteacher. They are therefore responsible for:

a) Establishing central record keeping systems for the School, for key documents such as risk assessments, safe systems of work and emergency procedures;
b) Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Headteacher;
c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.
d) Liaising with OneSource's Schools' Health & Safety Team. Including the adoption and distribution of policy and guidance within the School.

Managers with Responsibilities for Premises

Those managers in control of premises are accountable for premises related health and safety matters. This would include ensuring that:

(a)   Risks associated with the use and maintenance of the premises are assessed, the significant findings recorded, and appropriate preventive and protective measures are implemented.

(b)   Information on the operation of the controls identified above are passed to the users of the building where appropriate (e.g. arrangements for fire safety, management of asbestos etc.).

(c)   All contractors working in, or visitors and suppliers of goods and services to, the establishment are provided with information on premises related matters which may affect their health and safety, and are aware of, and comply with, relevant health and safety procedures.

Health and Safety Advice

In order for the Trust to meet its stated objectives within this policy, it identified the need for it to have access to competent advice covering the range of activities undertaken by the Trust's Schools. It has appointed the oneSource Health & Safety Team to provide competent advice (01708 433277).

ARRANGEMENTS FOR IMPLEMENTATION

The local school health & safety policy documents form the bulk of the arrangements for implementing this Policy and contain details on the management systems & preventive and protective measures for controlling risk.

Where practicable the Trust aims to have consistent risk control methodologies in place across the Trust's Schools. The oneSource Health and Safety Team will assist and advise with the development & production of health & safety policy documents and other elements of Schools' management systems to facilitate consistency.

MINIMUM COMPETENCY REQUIREMENTS

The Trust requires its staff to be competent to undertake their roles in a safe and healthy manner. To this end it has set minimum standards of training which the Trust's management must hold within the defined time period of commencing their employment/role. The standards for individual employee roles will be decided by local line managers and be recorded in competency matrices. The matrices will be subject to review by the Trust board to ensure consistency across the Trust's Schools.

Role	Courses	Timeframe
Chief Executive	IOSH Safety for Executives and Directors	12 months
Trustees	Health & Safety Awareness for Governors	12 months
Health & Safety Trustee	IOSH Managing Safely	12 months
Governors	Health & Safety Awareness of Governors	12 months
Health & safety Governor	Health & Safety Awareness for Managers	12 months
Headteachers	IOSH Managing Safely	12 months
Heads of Department	Health & Safety Awareness for Managers Risk Assessment	6 months 6 months
Managers/supervisors	Health & Safety Awareness for Managers Risk Assessment	6 months 6 months
Health & Safety Co-ordinators	IOSH Managing Safely	6 months

MONITORING

In order to gain assurance that its duties in relation to health and safety management have been fully discharged; the Board of Trustees will monitor the implementation of this policy, its local school policies and any systems and procedures implemented to manage the risks generated by its undertaking. Health and Safety Monitoring will be a standing item on the scheduled termly meetings of the Trust Board. The Board will monitor the following activities over a 12 month period:

- Trust Health and Safety Management Plan implementation;
- Individual School Health and Safety Management Plan implementation;
- Hazard Registers completion & maintenance;
- Development & maintenance of employee/governor/trustee competence levels;
- Identification and implementation of risk controls;
- Maintenance, inspection and testing compliance;
- Accident, ill health and near-miss reporting.

CONCLUSION

All employees should ensure that they have read and understood this Policy. This particularly applies to those with specific responsibilities for its implementation.

If you require further clarification on the contents of this Policy or its meaning, please contact your line manager.

Finally employees are reminded of their duty to co-operate with the Trust by complying with the arrangements set out in this Policy and related documents.