



# HEALTH & SAFETY POLICY

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# **The Enquire Learning Trust Health & Safety Policy Contents**

## **1. INTRODUCTION**

## **2. OBJECTIVES**

## **3. TRUST POLICY STATEMENT**

## **4. ORGANISATION**

4.1 Management Responsibilities

4.2 Employee Responsibilities

## **5. ARRANGEMENTS**

5.1 General

5.2 Safety Management System (Intranet)

5.3 Specialists and Advisors

5.4 Trust Safety Meeting

5.5 Local Committees

5.6 Legal Compliance

5.7 Monitoring & Review

## **6. SPECIFIC ARRANGEMENTS**

6.1 Health, Environmental & Safety Committees

6.2 Accidents, Incidents, Near Misses and Hazard Conditions

6.3 Emergency / Accident Prevention

6.4 Safety Training

6.5 Suppliers and Contractors

6.6 Health and Safety Documents

6.7 Engineering & Maintenance

6.8 Audit / Review

## **7. POLICY REVISIONS**

## **8. RECORDS**

## **1 INTRODUCTION**

This document sets down the Health and Safety Policy of The Enquire Learning Trust in accordance with the Health and Safety at Work etc. Act 1974 (HASAWA 1974). As well as providing a Policy Statement, it also details the Trust's safety objectives, organisation and arrangements in force for implementing the Policy.

## **2 OBJECTIVES**

The objective of this Policy document is to demonstrate the Trust's commitment in meeting its obligations with the following requirements as defined by the HASAWA 1974.

## **3 TRUST POLICY STATEMENT**

The Enquire Learning Trust is committed to providing a safe and healthy working environment for its employees through the implementation and maintenance of best working practice as defined by Corporate and legislative requirements. It is determined to continuously improve its safety performance by provision of the measures detailed below and by requiring from all its employees a personal commitment to safety in all its aspects. The Trust is committed to providing adequate financial, physical and human resources to achieve the objectives of this policy.

The Trust Policy on Health and Safety at work covers all The Enquire Learning Trust locations within the United Kingdom. It aims to promote the health, safety and welfare of its employees and contractors at work, in so far as is reasonably practicable, by: -

- Carrying out risk assessments and implementing safe systems of work
- The provision of appropriate information, instruction, training and supervision
- The provision and maintenance of plant, systems and working environments that is safe, without risks to health and adequate with regard to facilities and arrangements for the welfare of employees at work
- Managing all sites and situations with accident potential to ensure suitable systems of work and effective prevention measures are in place
- Promoting the incident reporting system and appropriate investigation process to prevent reoccurrence
- Preparing for all foreseeable types of emergency scenario including first aid provision, related to the Trust's activities, including those which may be externally initiated
- Providing all necessary safety devices and personal protective equipment and supervising their use
- Making arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of equipment and materials
- Ensuring consultation with employees and employee representatives in the achievement of the aims of the policy

- Providing the necessary arrangements for an occupational health service, including pre-employment medical checks and other screening procedures as appropriate
- Monitoring, periodic review and compliance auditing of the effectiveness of the Health and Safety Management System.
- Undertaking risk based evaluation and selection of suppliers including contractor's
- Promoting and developing a positive health and safety culture

## 4 ORGANISATION

The Executive Director is responsible for the overall health and safety policy throughout the Trust. The appropriate Principle is responsible for the planning, co-ordination, implementation and monitoring of this policy within their business area and, through the senior management, for ensuring the policy aims are implemented and achieved. Responsibilities have been allocated as follows and further allocation of responsibilities is at the discretion of the Executive Director.

Responsibility for health & safety lies with everyone. Within the Enquire Learning Trust, the following however have specific key responsibilities:

**Trust Board:** is the employer, and therefore has ultimate accountability for H&S matters across the Trust including establishing the over-arching H&S policy and ensuring compliance with relevant legislation.

**Chief Executive Officer:** is responsible for supporting the Trust Board in meeting its accountabilities through establishing a framework for the management of H&S across the Trust. In addition to having operational responsibility for H&S matters relating to the Trust's central team.

**Headteacher / Principal:** has responsibility for H&S on a day-to-day basis, and for all activities carried out on or off their site. They are responsible for promoting the safety and well-being of pupils / students, staff and others attending the school site.

**Local Governing Body:** as the management body, is responsible for ensuring that local H&S policy and procedures are in place and adhered to. It is recommended that each LGB appoints a H&S governor to take a lead role and be involved in H&S inspections. LGBs (or a sub-committee thereof) should discuss H&S matters as a standard agenda item termly.

**Academy Senior Leadership Team:** clearly identified contact point for ensuring a consistent approach to H&S matters within the academy. They may have delegated responsibility coordinating H&S matters, risk assessment, registers, keeping up-to-date with advice on H&S matters, actioning reports of faults and other matters requiring attention, and so on.

**Academy Trade Union Representatives:** are appointed in accordance with the rules of the individual trade unions concerned, who may identify a representative with a specific role of H&S officer – or general workplace representatives may undertake the role of representing the views of their members on H&S matters as part of a wider remit.

**All staff:** all employees have a duty to take reasonable care of themselves and others and to co-operate with their employer in complying with their statutory duties. They are responsible for familiarising themselves with the H&S policies, procedures, practices and documentation in place within their academy, and for adhering to health and safety training, information and rules in the workplace.

**Pupils / students, and visitors:** are expected to follow the academy's policies and procedures as advised to them, and to take reasonable care of themselves and those around them.

**Arthur J Gallagher (AJG):** have been contracted to provide a health, safety and risk management package to our academies and to act at the Trust's "competent person". This is achieved through the provision of both proactive and reactive advice and support as well as via a comprehensive programme of annual H&S audits and RAG rated action plans. Each school has access to advice and support by telephone, email and the ShareZone web portal containing specific guidance, documents, checklists and templates. A summary of the findings from annual audits undertaken will be presented on an annual basis to the Trust Board, and will be shared with trade union representatives.

#### **4.1 Management Responsibilities**

In order to implement the above policy, the Trust places on senior management the responsibility: -

- To carry out the requirements of the Health and Safety Policy.
- To ensure that both the organisation exists and the arrangements are understood for implementing the policy.
- To ensure that all employees are given a statement of the Trust's policy on health and safety and that they're informed of regulations and procedures, which are supplementary to this general policy.
- To ensure that all managers and supervisors are aware that they are primarily responsible at all times for the health and safety of subordinates and for all actions taken by them, and for the health and safety of third parties who could be endangered.

#### **4.2 Employee Responsibilities**

It is the responsibility of every employee whilst at work: -

- To take reasonable care for the health and safety of them and all other individuals who may be affected by their acts or omissions at work.
- To comply with all relevant statutory and Trust provisions.
- To inform the Trust of any medical treatment or changes in their health that may affect their normal work performance. This is important for health and safety reasons and if an individual is uncertain whether their health or treatment will affect their work they should consult their own doctor or the designated Trust Medical Officer.
- To use any machinery equipment, dangerous substance, transport equipment, means of production or safety device in accordance with any training and instruction given to them by the Trust.

- To report incidents and hazardous conditions and acts in a timely manner and to take appropriate action to prevent an accident from occurring.

The appropriate manager will usually represent the Trust in the above statement but alternatives could be the designated Occupational Health Service.

## **5 TRUST ARRANGEMENTS**

### **5.1 General**

The Trustees, with the support of the Central Team, are responsible for determining the Trust's safety standards, codes of practice and systems of work.

Specific line managers are responsible for ensuring that the Trust policy, standards and systems are followed at their location and producing procedures, systems of work etc., as are necessary.

### **5.2 Safety Management System (Intranet)**

The system is an extension of the Trust Safety Policy and lists Trust and local arrangements by way of procedures and guidance.

### **5.3 Specialists and Advisers**

The Trust will use the services of specialist advisors and consultants as required. These include AJG and the designated Trust Medical and Occupational Health Advisor who are available to advise and instruct personnel at all levels on matters of safety, health and hygiene.

### **5.4 Trust Safety Meeting**

The Central Team will organise periodic safety meetings involving key staff within the organisation. These meetings will cover all aspects of health and safety within the organisation however. All meetings will include a senior management safety tour of a specific site on a rotational basis.

### **5.5 Local Committees**

Committees are formed at local level to discuss and advise on safety, health and environmental matters.

### **5.6 Legal Compliance**

The Trust shall ensure that it is aware of all relevant legislation, HSE approved codes of practice and guidance. The Trust shall monitor changes in these areas and where necessary review and implement

changes in working practices to maintain compliance.

## **5.7 Monitoring & Review**

Safety performance is measured through the results of planned safety inspections, safety walks and audits. Performance is reported through the central database on the Intranet and results are communicated to all departments.

## **6 SPECIFIC ARRANGEMENTS**

### **6.1 Health, Environmental & Safety Committees**

The primary Health, Environmental & Safety Committees are:

- Trust Safety Meeting
- Academy / School meetings
- Site Safety meeting

It is the intention of the Trust that safety issues are addressed as part of normal working rather than delaying until a safety committee meets.

In addition, 'Safety' is a topic at Governors meetings.

### **6.2 Accidents, Incidents, Near Misses and Hazard Conditions**

All Accidents, Incidents, Near Misses and Hazard Conditions shall be investigated by line management and reported onto a central database. The results of these investigations are available to all management levels and communicated at relevant safety committees.

### **6.3 Emergency / Accident Prevention**

The Trust will identify and evaluate all areas of the business in order to mitigate the potential for emergencies / accidents. Where the potential exist specific emergency procedures will be prepared. Such plans currently exist for each Academy within the Trust and they list those responsible for the action to be taken in the event of an emergency.

All personnel shall be informed of their role in an emergency. Records shall be kept of all exercises and, where appropriate, plans and procedures will be amended in the light of experience.

### **6.4 Safety Training**

All new employees shall receive introductory safety training as part of their Trust induction. Further specific training will be carried out dependent on their job. All training will be recorded and maintained at each academy.

## **6.5 Suppliers and Contractors**

### **6.5.1 Approval Process**

In order for a Supplier to provide goods or services to The Trust they shall be deemed competent and approved to do so.

### **6.5.2 Purchased Substances and Mixtures**

The Academies purchasing materials are responsible for providing the Trust with any information received on the properties of substances and the intended method of use in order for risk assessments to be undertaken.

### **6.5.3 Contractor Management**

The Trust uses contractors to undertake a variety of tasks. Where these activities are undertaken on a Trust managed site the Trust shall ensure that the contractors are suitably inducted and competent for their duties. Where the contractor manages on site it is their responsibility to ensure that all contractor employees and sub-contractors are suitably inducted and competent for their duties.

The Trust shall provide all the necessary information to ensure that the contractor shall undertake their tasks in a safe manner e.g. guidelines, specific training and procedures etc.

## **6.6 Health and Safety Documents**

The Trust keeps copies of documents relating to health and safety are kept by within the the Health and Safety Management System or at each Academy.

## **6.7 Engineering & Maintenance**

Work places and work equipment shall be maintained to an appropriate standard to ensure personal safety and equipment integrity. Maintenance shall be undertaken based upon manufacturers recommendations, statutory duty, best practice and historical performance. A risk-based approach shall be used to determine the need for preventative maintenance.

## **6.8 Audit / Review**

The Safety Management System will be periodically and systematically audited/reviewed for effectiveness and suitability. All audits/reviews shall be documented. The SMS shall be updated by The Enquire Learning Trust every three years or at any other time if significant changes are made.

## **7 POLICY REVISIONS**

Revisions and alterations to this policy will be made as and when necessary to ensure that it is kept up to date. The Trust will ensure that all staff is made aware of any changes to the policy.

## **8 RECORDS**

Copies of the Health and Safety Policy will be posted on notice boards as required and the original shall be available and maintained in the The Trust's Intranet.

A handwritten signature in black ink on a light gray background. The signature reads "D. Holmes" in a cursive, slightly informal script.

- Mr. Darren Holmes
- Chief Executive Officer

- Date: 1st September 2017

This policy is supported by other policies and procedures which can be found on the Intranet.