



## Statement of Intent: Health & Safety

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### Meller Educational Trust

**Approved by:** Trust Board

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# Statement of Intent: Health and Safety Policy

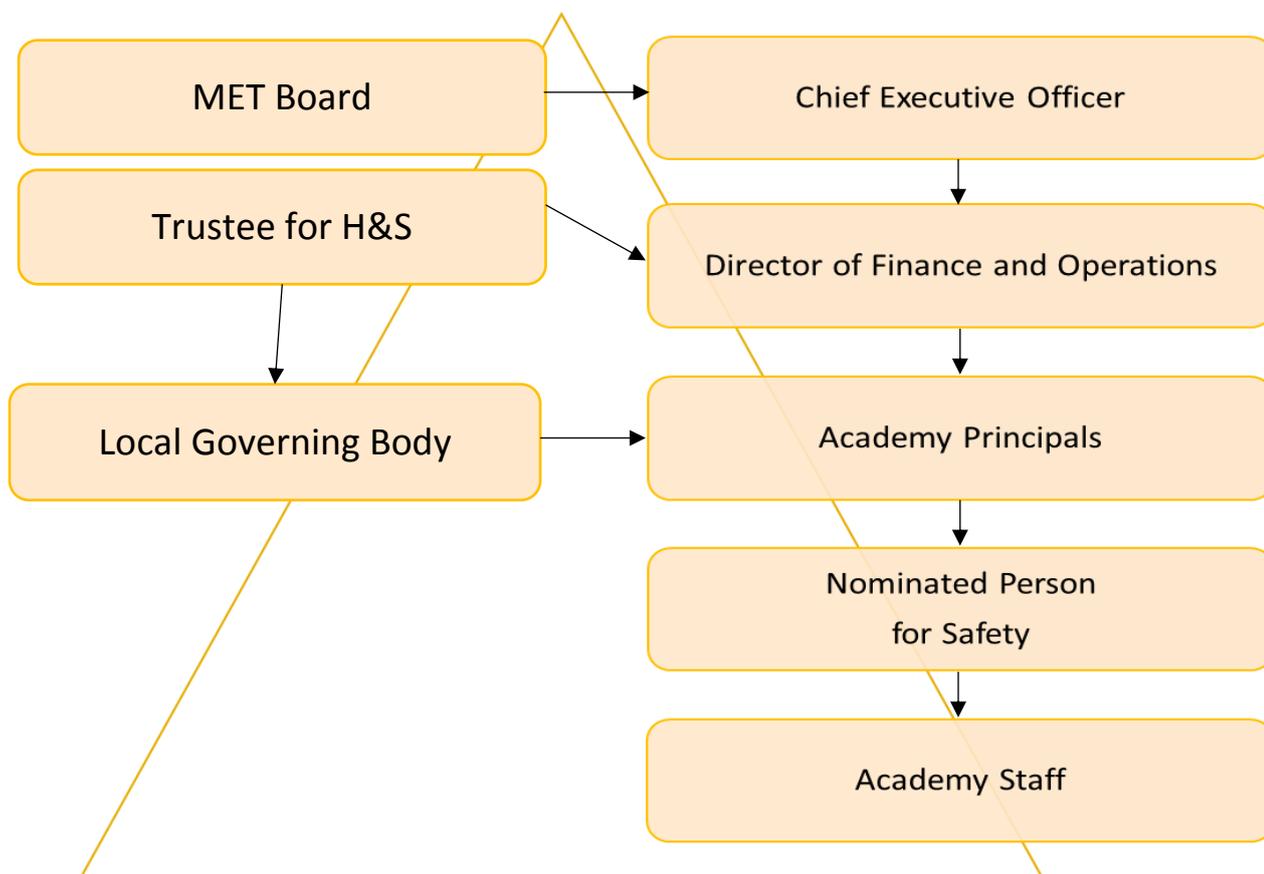
The Board of Directors of The Trust acknowledge their overall responsibility to provide and maintain safe and healthy conditions for all employees, students, clients, the community, and any other parties that may be affected by our work activities.

As a Trust we undertake, as far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training, and supervision as may be needed to create and maintain a safe and healthy work environment.

The Trust will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This Statement supports each academy’s health and safety policies and procedures, which will continue to be updated with appropriate guidance notes. Each academy will be responsible for disseminating this information to their staff.

## 1. Organisation



## 1.1 Trust Board

The Trust has established a system of support for academies and to provide assurance to the Board. Local governing boards are expected to oversee health and safety compliance at their academy, liaising with the MET Board and MET health and safety advisers.

The Directors (trustees) are responsible for ensuring that within each establishment:

- A compliant health and safety management system is planned, implemented, monitored, and evaluated
- Competent staff are recruited and responsibilities established for the health and safety roles within each establishment
- Staff are aware of their roles and responsibilities

The Chief Executive and Director of Finance and Operations have the day to day responsibility for ensuring and monitoring compliance, as defined in sections 2.3 and 2.4 below. The Board will also appoint a non-executive Trustee whose role will be to scrutinise the Trust's performance in delivering a compliant health and safety environment. That role will include holding the Chief Executive and Director of Finance and Operations to account and liaising as appropriate with schools and stakeholders to assess performance. The appointment of this non-executive responsibility does not devolve the wider Board's responsibility in any way, and the non-executive director will report to the Board as required.

## 1.2 Local Governing Body

The responsibilities of local governing body governors with respect to health and safety are to:

- Lead by example; e.g. treat the issues with the appropriate level of importance and respect;
- Ensure that decision-making is in line with the ethos and requirements of the MET health and safety policies and procedures and any statutory provisions in legislation<sup>1</sup>;
- Make themselves aware of their duties and the requirements for compliance under the Health and Safety at Work Act 1974, secondary legislation, regulations, approved codes of practice and standards deemed by any appropriate guidance<sup>2</sup>;
- Will appoint a competent Safety Governor to carry out due diligence, monitoring duties and to report to the full Local Governing Body on the standard and compliance of the health and safety management system;
- Must ensure, so far as reasonably practicable, the health, safety, and wellbeing of staff, the health and safety of students in the academy and on off-site visits, and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Ensure that, through the Principal/Headteacher, the following is implemented:
  - A health and safety policy for the academy, that complies with relevant legislation and guidance, and the Trust statement of intent;
  - A compliant safety management system;
  - Assessment and recording of significant findings of the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary;

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<sup>1</sup> This means ensuring H&S compliance is integrated within the academy's decision making, and would primarily be through ensuring H&S policies are in place, having a H&S governor who would provide challenge and inspection and ensuring H&S considerations are built into decision making. Examples include ensuring risk assessments are in place, that staff have undertaken relevant training, and that H&S is a standing item on the relevant committee agenda.

<sup>2</sup> On line training is in place for all governors

- Measures are introduced to manage those risks and that employees have been advised about the risks and measures taken;
- Adequate training has been given to employees on health and safety matters.
- Receive reports and evaluate data on areas such as safety management, incident trends, accident statistics and building compliance.

### 1.3 Chief Executive Officer

- Accountable for compliance across the Trust
- Lead by example
- Support the Director of Finance and Operations in the implementation and monitoring of this policy and its contents

### 1.4 Director of Finance and Operations

- Hold responsibility for the day to management and resourcing of this policy and its content
- To ensure that each academy has appropriate policies and procedures by disseminating the statement of intent, and establishing a system of assurance to oversee compliance.
- Facilitation of sharing of best practice to support its implementation at each academy.
- Oversight of the Trust response to risks and issues relating to health and safety
- Holding Principals/Headteachers to account for compliance with health and safety requirements
- Establishing a system of assurance for health and safety compliance throughout the Trust
- Reporting to the Board and the trustee responsible for health and safety on compliance, assurance and risks

### 1.5 Principals/Headteachers

- Lead by example within their academy
- Undertake training to ensure they are competent to fulfil the lead role for safety within the establishment
- Where the duties of the Principal/Headteacher are delegated to a nominated person for safety, to appoint only competent and trained staff to carry out the task
- Comply with the requirements of the Health and Safety at Work Act 1974, secondary legislation, regulations, approved codes of practice and comply to the standard deemed by any appropriate guidance
- Ensure the provision of a compliant health and safety management system
- Monitor and assess the effectiveness of the health and safety management system and implement changes as required
- Make certain that adequate resources are available to successfully manage health and safety within the establishment
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of staff, the health and safety of students in school and on off-site visits, and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site
- Take reasonable steps to make sure that the buildings, equipment, and materials are safe and do not put the health of stakeholders and visitors at risk.
- Ensure that staff are competent and trained in their responsibilities (including written records of training), and are actively involved in the management of health and safety
- Ensure the assessment of significant hazards for all activities, both in school and off-site is undertaken in accordance with regulations and that appropriate measures are introduced to manage the risks.
- Inform employees and other stakeholders of the risks they are exposed to and the measures in place to control them

- Make certain that a plan is created, implemented and staff are trained to respond to critical incidents
- Align the health and safety management system with the ethos and requirements of the MET health and safety policies and procedures
- Complete an annual Due Diligence Audit and review with a Governor and Board Trustee
- Liaise with the MET Board representative, Director of Finance and Operations, and MET health and safety advisers as required
- Appoint a competent person to the MET FM and Safety Support Group and support them in the completion of compliance monitoring documentation for the MET

## 1.6 Staff

- Must be aware of their duties under this policy
- To co-operate with the MET in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- Undertake relevant safety training as required by the academy or MET and adhere to it at all times
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health & safety
- All accidents, dangerous occurrences and near misses are reported immediately
- Be fully conversant with all emergency procedures applicable to the establishment in which they are working
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately
- Liaise with the academy nominated person for safety to ensure that new equipment or chemicals are not purchased until their hazards have been assessed in accordance with appropriate legislation
- During the course of their normal duties, staff will use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner only as provided in the following categories:
  - Arranged, provided and or otherwise approved by the MET or academy
  - Provided by a third party with specific authorisation that employees of the MET or academy may use them
  - Provided for unrestricted use by members of the public
- Will check with the academy nominated person for safety, any piece of work equipment supplied by a third party with the intended use by the MET or academy staff conforms to the Provision and use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out and the results known
- Where a member of staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately to the academy nominated person for safety
- Staff holding positions of responsibility will ensure:
  - As far as reasonably practicable, that staff have all the training and information they require to carry out their duties safely and to avoid hazards for themselves and others.
  - That suitable and sufficient risk assessments have been carried out and recorded for significant hazards arising from all activities (both on-site and off-site) and premises within which they work and that these risk assessments are reviewed as appropriate.
  - Results of such assessments will be communicated to and be available for inspection by staff affected by them
- In addition, teachers and other staff in schools have a common-law duty to act as any prudent parent would do when in charge of students.

## 2. Arrangements

The Trust duties include ensuring that academies recruit competent personnel to deliver a compliant safety management system and to monitor the procedures and policies within those arrangements.

The Trust requires that the minimum standard for this framework to be the HSE document HSG65 Managing Health and Safety.

Academies are required to plan, implement, manage, and monitor the system themselves with self-regulation being a requirement of the Health & Safety at Work Act, its daughter legislation, and the basis of HSG 65.

This document is a powerful tool and the following are the instruments by which the Trust will monitor the success of the academies' management plans and support them to implement lessons learnt for continual improvement:

The monitoring and review system will include for each academy:

- Trustee annual due diligence audit
- Annual Trustee safety tour
- Oversight of the key objectives set for health and safety annually
- Periodic auditing of documentation and systems
- Quarterly review of accident and ill health records
- Quarterly report on the investigation of incidents
- Quarterly training report

In addition, the following will be undertaken:

- Review of minutes and reports from the MET Facilities and Safety Support Group
- Annual Trustee health and safety report
- Annual health and safety questionnaire
- External audits

While the Trust recognises the importance of monitoring as a tool to evaluate and improve health & safety performance all monitoring systems will be proportionate to the risk profile of the various academies.

Monitoring will only be of use if it identifies and remedies substandard performance. Records will be kept of any significant post monitoring remedial actions required and track them to completion.

### 2.1 Trust annual due diligence audit

In April each year, a due diligence form will be issued to each academy for completion by the pertinent staff on matters relating to safety and compliance. A due diligence review will be undertaken by or on behalf of the Trust to work through the evidence to ensure that they are confident that they have questioned each area of health and safety compliance within a one-year period and understand the standards in place.

Each academy will be issued with a report detailing failures in compliance, areas for improvement and the targets that must be met along with appropriate deadlines. This report will also be issued to the Director of Finance and Operations and the non-executive trustee with oversight for health and safety, and a summary of the findings along with risks and implications will be submitted to the Trust Board.

## 2.2 Annual Trustee safety tour

A safety tour refers to a walk around to obtain a general appraisal of the working environment, health, and safety practices. This is visual management tool used by the Trustees to monitor the compliance of safety systems in force, find any shortcomings or malpractices and take appropriate corrective actions.

The tour will:

- Be a demonstration of the Trustees' commitment to the health and safety of employees and the environments in which they work
- Compare the theory of policies with actual practice in the work place
- Monitoring whether safe systems are in place
- Give time to identify and recommend improvements and corrective actions
- A chance to plan for further inspections if required
- An opportunity to meet the employees at their workplace and to talk to them about their own experiences
- To review the culture of the organisation with regard to health and safety
- Identify any shortfalls in resources for health and safety compliance

Each year the Lead Trustee for Safety will undertake a Safety Tour with the Principal/Headteacher and the academy nominated person for safety. This will usually coincide with the due diligence audit and will enable Trustees to liaise with staff and to receive their views on the safety of their working environment. The Academy Safety Governor may also attend.

## 2.3 Key objectives

Each September the Trust will agree key objectives with each academy.

## 2.4 Periodic auditing of documentation and systems

The Trust reserves the right to periodically audit the following documentation at any of the academies:

- Activity risk assessments
- Trip documentation
- Dynamic risk assessments
- Statutory compliance documentation
- Meeting agendas, outcomes, and actions with regard to health and safety
- Ill health, accident and investigation data
- Compliance to policies

A report from these audits will be delivered to the Trust Board

## 2.5 Quarterly review of accident and ill health records

Each quarter the MET Facilities and Safety Support Group will review the accident records and ill health data from HR and Welfare Leads and will produce a trend and epidemiological analysis as required which will be

presented to the Director of Finance and Operations. The Director of Finance and Operations and the non-executive with oversight for health and safety may attend meetings.

## 2.6 Investigation of incidents

In the event of a significant accident the Principal/Headteacher and the academy nominated person for safety will be responsible for ensuring that a full accident investigation has been carried out in line with the HSE document HSG245 Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals.

The Principal/Headteacher must inform the Director of Finance and Operations of any incident that is reportable under RIDDOR or that otherwise results in an injury requiring hospital treatment.

The outcomes, actions and any enforcement or legal case details will be documented in a report for the health and safety committee and the MET Facilities and Safety Support Group to consider.

The Group will compile a quarterly report for the Director of Finance and Operations of accidents and injuries incurred throughout.

## 2.7 Quarterly training report

Each quarter the MET Facilities and Safety Support Group will meet and report on the current status of completed safety training modules within their academy.

The MET Facilities and Safety Support Group will advise the MET Lead Trustee for safety and the Principals/Headteachers on any current requirements for any further offering of safety courses based on:

- Risk assessments
- Occupational health requests
- HR requests
- Identification of need from Line Managers
- New staff
- Change of role or remit

## 2.8 Review of minutes and reports from the MET Facilities and Safety Support Group

The MET Facilities and Safety Support Group will meet to consider a standing agenda to review:

- Current objectives and status
- Best practice
- Accident and ill health data and trends
- Register to identify the key risks to individual sites and to the MET
- Current issues
- Safety Culture
- Compliance register
- Health and safety legislation, both new and revised or amended, with a view to determining whether any of it applies to the organisation and any changes required in order to comply

Once each year when setting the annual objectives, the academy health and safety committee will review the following questions and report their findings to the MET Facilities and Safety Support Group:

- Where are we now relative to our overall health and safety aims and objectives?
- Where are we now in controlling hazards and risks?
- How do we compare with others?
- Why are we where we are?
- Are we getting better or worse over time?
- Is our management of health and safety effective?
- Is our management of health and safety reliable?
- Is our management of health and safety proportionate to our hazards and risks?
- Is our management of health and safety efficient?
- Is an effective safety management system in place across all parts of the organisation?
- Is our culture supportive of health and safety, particularly in the face of competing demands?

## 2.9 Annual Trustee health and safety report

This report is compiled by the Lead Trustee for Safety who will also deliver the paper to the full board of Trustees.

The content of the report will be a summary of the due diligence monitoring, outcomes from MET Facilities and Safety Support Group meetings, any outcomes or observations from the safety tour or periodic inspections.

## 2.10 Annual health and safety questionnaire

Each year staff will be asked to complete a simple health and safety questionnaire to establish the current safety culture, short comings, and challenges within the safety management plan and to ensure that all staff are continually consulted as detailed in the Health and Safety (Consultation with Employees) Regulations 1996.

## 2.11 External audits

Pre-arranged external safety audit of the whole organisation when considered necessary based on the desire to obtain an independent assessment of systems and procedures.