



EMPOWER

LEARNING ACADEMY TRUST

EMPOWER LEARNING ACADEMY TRUST HEALTH and SAFETY POLICY

Agreed by: Trust Board

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EMPOWER LEARNING ACADEMY TRUST
HEALTH and SAFETY POLICY STATEMENT

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1. STATEMENT OF INTENT

- 1.1.** The Empower Learning 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 and safety legislative requirements but the spirit of the law as well.
- 1.2.** 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 and communication systems and a competent and committed workforce.
- 1.3.** The Trust is also mindful of its health and safety responsibilities to the pupils/student and staff who attend its academies, the public and anyone affected by its work, so far as is reasonably practicable.
- 1.4.** The Chair and Chief Executive Officer of the Trust have prime responsibility, but all employees, governors and trustees of the Trust also have an important part to play in ensuring that the objectives of this Policy are met. The co-operation and assistance of all those involved in the running of the Trust will ensure the development and maintenance of the highest levels of health and safety in all aspects of our work.
- 1.5.** The Trust will endeavour to ensure that:
- 1.5.1. A positive attitude towards health and safety is developed throughout the Trust;
 - 1.5.2. A Trust Health and Safety Action Plan is developed and implemented to fulfil the requirements of this Policy;
 - 1.5.3. Sufficient resources are allocated to implement the Policy and Action Plan;
 - 1.5.4. The requirements of this Policy are monitored and reviewed to ensure compliance.
- 1.6.** The role we expect you to play in assisting the Trust to achieve high standards of health and safety is detailed in this Policy and its sub-ordinate local academy procedures.

1.7. 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.

1.8. This Policy will be reviewed when required or at least every three years.

2. OBJECTIVES

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

- 2.1.1. 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.
- 2.1.2. All employees are aware of their own responsibilities and those of the Trust, and that they actively support the Trust in implementing this Policy.
- 2.1.3. Individual academy Health and Safety Action Plans are produced, implemented and kept under review by the local Health and Safety Working Group
- 2.1.4. Policy, guidance, handbooks and safe systems of work are produced, detailing the organisation and arrangements for ensuring health and safety in each Academy.
- 2.1.5. Recruitment practices ensure that prospective employee's 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.
- 2.1.6. Specialist professional advice and support on health, safety and welfare, together with relevant information is provided.
- 2.1.7. Health and safety standards are set, effectively monitored and kept under review.
- 2.1.8. 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.
- 2.1.9. 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, contractors' employees and others are minimised.
- 2.1.10. Suitable facilities are in place for consultation with, and involvement of, employees and, where relevant, their appointed safety representatives.
- 2.1.11. The Trust uses the same suppliers and contractors across all of the sites, where appropriate
- 2.1.12. The Trust uses the same department specific Health and Safety advisors across all of the sites

3. HOW THE MULTI-ACADEMY TRUST MANAGES HEALTH and SAFETY

3.1. The Trust's Health and Safety Management System has a number of components:

3.2. Trust Health and Safety Policy

3.2.1. This document details the Trust's health and safety aspirations, the responsibilities of staff at various levels and the requirement for individual academies within the Trust to follow the local academy Health and Safety Procedure

3.3. Health and Safety Manual

3.3.1. 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 academy's Health and Safety Contact can provide log-in details.

3.4. Academy Health and Safety Policies

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

3.5. Local risk assessments and Safe Working Procedures

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

4. ORGANISATION

4.1. 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 Procedure.

4.2. Responsibilities of the Trust

4.2.1. 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:

4.2.2. They understand and fully consider the health and safety implications of all their decisions;

4.2.3. Adequate resources (financial, human, time) are allocated to ensure that high health and safety standards are maintained;

4.2.4. They monitor the health and safety performance of each academy and the Trust overall (see section on monitoring for further details);

4.2.5. They appoint a "Health and Safety Trustee" to lead on monitoring and health and safety culture promotion;

4.2.6. Members of the Board of Trustees are seen to be actively promoting the Trust's health and safety objectives

4.2.7. Systems are in place to enable consultation with the Trust's employees on matters relating to health and safety at both individual academy and Trust levels.

4.3. Health and Safety Trustee

4.3.1. The Health and Safety Trustee's primary role is to ensure the monitoring and analysis of health and safety performance data from the Trust's establishments is undertaken by the Trust's Health and Safety Coordinator (see section on monitoring for further details). They are also responsible for monitoring that the Trust is working to achieve and maintain a positive health and safety culture. As part of this task they will conduct occasional communications with the academy's managers, supervisors and staff regarding their attitudes towards health and safety and their compliance with the Trust's policies and standards.

4.4. Responsibilities of all Employees

- 4.4.1. 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.
- 4.4.2. They also have a responsibility to report hazards and unsafe practices of which they become aware to their line manager and/or appropriate contact. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.
- 4.4.3. It is the responsibility of all employees to comply with the Health and Safety Policy and associated arrangements and to co-operate with the Trust on its implementation.
- 4.4.4. They must ensure that they are fully aware of their own health and safety responsibilities, these will be detailed in this document and in their academy's Health and Safety Procedure.
- 4.4.5. Employees are reminded that failure to comply with health and safety requirements could also lead to disciplinary action.

4.5. Management Responsibilities

- 4.5.1. The Chief Executive Officer 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 Principals/Headteachers, Heads of Faculty/Department and other line managers.

4.5.2. Key Responsibilities of all Managers and Supervisors

- 4.5.2.1. All Principals/Headteachers, Heads of Faculty/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.
- 4.5.2.2. Key general management responsibilities include:
 - 4.5.2.2.1. Promoting and developing a positive attitude towards health and safety throughout the Trust;
 - 4.5.2.2.2. 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.
 - 4.5.2.2.3. 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;
 - 4.5.2.2.4. Ensuring risks are assessed, the significant findings recorded and communicated to employees, and appropriate protective and preventive measures implemented;
 - 4.5.2.2.5. Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the Trust's established systems;

- 4.5.2.2.6. Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- 4.5.2.2.7. Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- 4.5.2.2.8. Making suitable arrangements for consultation with employees and employee safety representatives;
- 4.5.2.2.9. Ensuring that only contractors who 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;
- 4.5.2.2.10. Reporting health and safety issues which they cannot resolve to the Academy's Health and Safety Coordinator.

4.5.3. 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.

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

4.7. Chief Executive Officer

4.7.1. The Chief Executive Officer is responsible for:

- 4.7.1.1. The implementation, maintenance, monitoring and review of this Policy, across the Trust;
- 4.7.1.2. Leading by example in actively promoting a health and safety culture in the Trust
- 4.7.1.3. Ensuring that Principals/Headteachers have implemented appropriate arrangements for the planning, organisation, control, and monitoring of preventive and protective measures within their academies, including the maintenance of the local Health and Safety Procedure, and the implementation of recommendations arising from audits and reviews undertaken by the Trust or its appointed health and safety advisers.

4.8. Health and Safety Trustee

4.8.1. The Trust's Trustee responsible for Health and Safety across the Trust, will be the Chair of the Trust Audit and Risk Committee

4.8.2. The Trust's Trustee is responsible for:

- 4.8.2.1. Supporting the Chief Executive Officer and Trust Health and Safety Coordinator with the implementation, maintenance, monitoring and review of this Policy, across the Trust;
- 4.8.2.2. Leading by example in actively promoting a health and safety culture in the Trust
- 4.8.2.3. Receiving reports from the LGCs and Trust Health and Safety Coordinator and reporting on any issues to the Chief Executive Officer and Trust Board

4.9. Trust Health and Safety Coordinator

4.9.1. The Trust's Health and Safety Coordinator is responsible for:

- 4.9.1.1. Developing and maintaining the Trust's Health and Safety Action Plan;
- 4.9.1.2. Monitoring progress with implementing individual academy health and safety action plans;
- 4.9.1.3. Ensuring the Trust's accident/incident records are maintained and producing summary

- reports for the Board of Trustees (via the Risk and Audit Committee) which highlight any significant incidents and trends;
- 4.9.1.4. Undertaking spot checks to monitor compliance with the Trust's policies and systems;
- 4.9.1.5. Ensuring that the Health and Safety Trustee and 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.

4.10. Academy Local Governance Committee (LGC)

- 4.10.1. The LGC of each academy is responsible for ensuring that:
 - 4.10.1.1. It understands and fully considers the health and safety implications of its decisions;
 - 4.10.1.2. Adequate resources are allocated to health and safety;
 - 4.10.1.3. Health and safety standards are maintained by monitoring the Academy's performance on a regular basis;
 - 4.10.1.4. At least one health and safety governor is nominated;
 - 4.10.1.5. Variations to the local academy Health and Safety Procedure are kept up to date by reviewing it annually.

4.11. Academy Health and Safety Governor

- 4.11.1. The nominated Health and Safety Governor will:
 - 4.11.1.1. Participate in twice yearly workplace inspections of the establishment;
 - 4.11.1.2. Monitor the academy's health and safety performance (including against its safety management system action plan) on behalf of the Governing Body (see section on monitoring in academy's local health and safety procedure for further details);
 - 4.11.1.3. Acts as the gatekeeper for any Health and Safety issues raised at LGC meetings and reports these to the Trust's Health and Safety Trustee and the Trust Health and Safety Coordinator

4.12. Principals/Headteachers

- 4.12.1. Principals/Headteachers have a key role to play in utilising the knowledge and expertise within their academy to produce detailed health and safety arrangements relevant to their area of work. They are responsible for:
 - 4.12.1.1. Ensuring that their academy has produced and implemented a local Health and Safety Procedure including the establishment of a local Health and Safety Working Group. This will include the responsibilities of employees and details of the management systems it has introduced to implement this Policy within their academy;
 - 4.12.1.2. Ensuring that suitable resources are allocated to effectively manage health and safety within the academy;
 - 4.12.1.3. Implementing the recommendations arising from health and safety audits of the academy;
 - 4.12.1.4. Producing action plans to assist with the implementation of the Policy and recommendations arising from audits, inspections and investigations;
 - 4.12.1.5. Monitoring and reviewing the health and safety performance of the academy on a regular basis;
 - 4.12.1.6. Producing an annual report for the Board of Trustees on the academy's health and

safety performance in the agreed format;

- 4.12.1.7. Appointing a Health and Safety Lead for the academy. 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;
- 4.12.1.8. Immediately notifying the Trust's Health and Safety Coordinator and the CEO of any health and safety issues within their academy, including accidents and near hits, which they are unable to adequately control.

4.13. Academy Health and Safety Lead (Health and Safety Working Group)

4.13.1. The main purpose of this role and group is to champion and monitor the implementation of each academy's Health and Safety Procedure on behalf of the Principal/Headteacher. It is also to chair the academy's local Health and Safety Working Group. This group should be made up of a selection of staff taken from a range of employees directly involved in key areas of risk (e.g. site team, science technicians, medical team), senior leaders/managers and a member of the local governance committee. He/she is responsible for:

- 4.13.1.1. Establishing central record keeping systems for the academy, for key documents such as risk assessments, safe systems of work and emergency procedures;
- 4.13.1.2. Preparing health and safety monitoring reports for the academy's Health and Safety Working Group on behalf of the Principal/Headteacher;
- 4.13.1.3. Ensuring regular (2-4 times per year) meetings of the academy's Health and Safety Working Group and that it monitors and updates the academy's Health and Safety Action Plan at each meeting
- 4.13.1.4. Reporting deficiencies, failures, or lack of co-operation with the academy's safety management system to the Principal/Headteacher where he/she is unable to achieve resolution him/herself.
- 4.13.1.5. Liaising with OneSource's Schools' Health and Safety Team, including the adoption and distribution of policy and guidance within the Academy.

4.14. Managers with Responsibilities for Premises

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

- 4.14.1.1. Risks associated with the use and maintenance of the premises are assessed, the significant findings recorded, and appropriate preventive and protective measures are implemented.
- 4.14.1.2. 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.).
- 4.14.1.3. 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.

5. HEALTH AND SAFETY ADVICE

5.1. 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 academies. It has

currently appointed the OneSource Health and Safety Team to provide competent advice (01708 433277).

6. ARRANGEMENTS FOR IMPLEMENTATION

- 6.1.** The local academy Health and Safety Procedure form the bulk of the arrangements for implementing this Policy and contain details on the management systems and preventive and protective measures for controlling risk.
- 6.2.** Where practicable the Trust aims to have consistent risk control methodologies in place across the Trust's academies. The OneSource Health and Safety Team will assist and advise with the development and production of health and safety policy and procedure documents and other elements of academies' management systems to facilitate consistency.

7. MINIMUM COMPETENCY REQUIREMENTS

- 7.1.** 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 CEO to ensure consistency across the Trust's academies.

Role	Courses	Timeframe
Chief Executive	Health and Safety Awareness of Governors IOSH Managing Safely (4 day course) IOSH Refresher training (every 3 years)	12 months 6 months
Trustees	Health and Safety Awareness of Governors	12 months
Health and Safety Trustee	Health and Safety Awareness of Governors	12 months
Governors	Health and Safety Awareness of Governors	12 months
Health and safety Governor	Health and Safety Awareness of Managers and/or Governors	12 months
Principals/Headteachers	Health and Safety Awareness of Governors IOSH Managing Safely (4 day course) IOSH Refresher training (every 3 years)	12 months 6 months
Heads of Department	Health and Safety Awareness of Managers Risk Assessment	6 months 6 months
Managers/supervisors	Health and Safety Awareness of Managers Risk Assessment	6 months 6 months
Trust Health and Safety Co-ordinator	IOSH Managing Safely (4 day course) IOSH Refresher training (every 3 years) Risk Assessment	6 months 6 months
Health and Safety Contacts	Health and Safety Awareness of Managers Risk Assessment	6 months 6 months

- 7.2.** As this is a minimum training requirement, anything additional would be beneficial and all training should be renewed on a regular basis, of no more than 5 years.

- 7.3.** It would be expected that a minimum of 2 members of staff are trained to IOSH Managing Safely (4 day course) standard within the Trust, allowing for any staffing changes.

8. MONITORING

- 8.1.** 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, local academy Health

and Safety Procedure 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 Trust Audit and Risk Committee.

8.2. THE CEO will produce an annual report for the Trust Risk and Audit Committee which will enable them to monitor the following activities over a 12 month period:

- 8.2.1. Trust Health and Safety Management Plan implementation;
- 8.2.2. Individual Academy Health and Safety Procedure and Health and Safety Action Plan implementation;
- 8.2.3. Hazard Registers completion and maintenance;
- 8.2.4. Development and maintenance of employee/governor/trustee competence levels;
- 8.2.5. Identification and implementation of risk controls;
- 8.2.6. Maintenance, inspection and testing compliance;
- 8.2.7. Accident, ill health and near-miss reporting.

9. CONCLUSION

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

9.2. Employees requiring further clarification on the contents of this Policy or its meaning, should contact the Trust Health and Safety Coordinator or their line manager at the earliest convenience.

9.3. 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.

10. SOURCE

10.1. The template for this document is provided by Havering Health and Safety Advisors, should there be any changes to the template, these will need to be reflected into this Policy