



TRUST HEALTH, SAFETY AND WELL-BEING POLICY

Approved	
Signature of CEO	
Date:	
Signature of Chair of Board	
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This policy is a mandatory policy for all BEST schools and must be implemented with no amendments.

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1. BEST HEALTH, SAFETY AND WELL-BEING POLICY STATEMENT

The health, safety and well-being of everyone who works, learns or visits at our schools is of paramount importance, and that nothing is so important that it cannot be done safely and without risk to health.

BEST is committed to providing a safe, secure and healthy working environment for everyone. The Board of Trustees has overall responsibility for protecting the health, safety and well-being of all pupils, employees and visitors.

The aim of the Board is, *"To provide a safe, healthy working and learning environment for staff, pupils and visitors."*

This Health, Safety and Well-being Policy deals with those aspects over which the Academy Trust Board along with the CEO has control and covers health, safety and well-being associated with the building structure, plant, fixed equipment, services and school operation. This document describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

Under the overall direction of the Board of Trustees, BEST will:

- Provide clear, visible and technically competent leadership for health, safety and well-being;
- As a minimum, comply with all relevant health, safety and well-being legal requirements;
- Provide suitable and sufficient information, training and supervision, as is required to ensure the Health and Safety of employees, our pupils, their parents and anyone else that may be affected by our activities;
- Provide and implement effective arrangements to manage residual risks to ensure, so far as is reasonably practicable, that our workplaces are safe, well maintained, and have safe access and egress for all without risks to health;
- Allocate suitable and sufficient resources to ensure health, safety and well-being is properly managed across the Trust in line with legislative requirements;
- Implement Health and Safety arrangements and procedures across the Trust to ensure that risks associated with all work activities are suitably controlled;
- Ensure that all external activities and school's excursions are managed in a safe manner and any identified risks are adequately controlled.
- Control the activities of others who are not in our employment to ensure their activities are carried out in a safe manner;
- Proactively identify the hazards associated with our activities, and remove risks where reasonably practicable to do so;
- Encourage staff to act where they feel there is a risk to our staff and pupils;
- Give everyone a voice to contribute to the development of our safety management systems and processes;
- Openly share and promote this policy, and actively engage and communicate with staff, union representatives, governors, children, school visitors, contractors and others in relation to health, safety and well-being;
- Inform employees of their duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others;

- Regularly monitor our performance and openly share our findings to identify areas where we can improve our performance;

Our Health, Safety and Well-being Policy complies with the requirements of the Health and Safety at Work etc. Act 1974 and will be subject to regular review at least annually or when there are any significant changes. This policy is based on advice from the Department for Education on health and safety in schools. Overall responsibility for Health and Safety in the School lies with the Board of Trustees, led by the Chair of Trustees and the Chief Executive Officer (CEO), as the principal employer.

Ensuring the safety of our workplace is everyone's responsibility. The Trustees urge all staff to read and fully understand how all of our actions can create a healthy, safe and positive place to work.

2. HEALTH AND SAFETY RESPONSIBILITY

2.1 Overview

The overall responsibility for health and safety within the Trust rests with the Trustees and the CEO. The Board of Trustees and Chief Executive Officer are responsible for implementing this policy across the Trust. They will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that BEST keeps within the requirements of the Health and Safety at Work etc. Act 1974, the above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above people by the Health and Safety at Work etc. Act 1974.

2.2 Trustees

Trustees will act as critical friends, and as part of their oversight of health, safety and well-being arrangements will:

- Provide critical and constructive review of current health, safety and wellbeing arrangements within the Trust;
- Ensure on a regular basis that the Board is effectively discharging its responsibilities (in terms of health and safety) through monitoring this policy's effectiveness;
- Ensure a positive safety culture is developed, leading and demonstrating a strong commitment to health and safety management;
- Ensure adequate resource is provided;
- Ensure that at all Board meetings health, safety and well-being is included as a standing item.
- Approve and monitor the effectiveness of the Trust's Health, Safety and Well-being Forward Plan.

2.3 Chief Executive Officer (CEO)

The CEO will lead and be accountable for the health, safety and wellbeing performance of the Trust, and will:

- Ensure that competent health and safety advice is made available for all relevant Trust members;
- Ensure that where safety critical functions are delegated, they are managed effectively;
- Take such measure to ensure that adequate resource is made available for the management of health, safety and well-being issues within the Trust;
- Where funding is required, take reasonable actions to ensure that suitable budgets are made available for safety matters;
- Report key health, safety and well-being information to the Board of Trustees;
- Represent the Trust in matters of enforcement actions and lead on external communication to the public, where required.

2.4 Local Governing Bodies / School Improvement Boards

LGBs / SIBs are accountable for the day to day governance of health, safety and well-being within their school. They will:

- Ensure that competent health and safety support and advice, as defined by the Management of Health and Safety at Work Regulations 1999, is available to their school;
- Ensure that key safety policies are in place and subjected to suitable periodic review;
- Ensure that such reasonable resource is available to their school for the effective management of health, safety and well-being matters;
- Ensure that all staff have received suitable and relevant training for their job role;
- Ensure that their school is subject to review and audited to assess the suitability of their risk management systems;
- Ensure the investigation and review of serious incidents within their school and recommend any such improvement works;
- Ensure that all buildings are managed so that they meet the Trust's statutory duties, such as the undertaking of fire risk assessments, asbestos surveys and legionella assessments;
- Ensure that where a serious incident occurs, due to the nature of the school infrastructure or identified defects, that appropriate action is taken or such guidance is sought to ensure its rectification;
- Ensure that where Health, Safety and Well-being duties are delegated, they are managed and reviewed at suitable intervals.

2.5 Headteachers

Headteachers take on the role as the site Responsible Person (RP). They are accountable for ensuring that BEST's Health, Safety and Well-being Policy is embedded and delegated safety functions, including many aspects of day to day school operational risk are managed within their school.

Headteachers will:

- Implement BEST's Health, Safety and Well-being Policy using school defined procedures, as appropriate;
- Delegate local health, safety and well-being responsibilities (where required);
- Ensure that a school Health, Safety and Well-being Policy is developed and shared with relevant staff to demonstrate how the school will meet its duties under this policy;
- Ensure the induction of staff into the school on health and safety matters;
- Ensure school resources are available to manage school health, safety and well-being procedures;

- Manage spend related to health, safety and well-being related issues;
- Ensure that all relevant staff have received safety related training, in line with their job role and competence;
- Ensure that school specific risk assessments are completed where required and reviewed at suitable periods;
- Ensure all staff receive adequate information, training and instruction;
- Ensure that incidents are recorded and investigated within the school, and where required, report serious incidents to the CEO;
- Ensure that premises inspections are undertaken;
- Ensure that school records relating to health, safety and well-being are always kept and maintained ;
- Introduce school monitoring and review of health, safety and well-being to include the Governor responsible for Health and Safety;
- Produce data on health, safety and well-being on behalf of the school to inform the LGB and Trust Board.

2.6 All Staff

All employees are responsible for their own and others health, safety and well-being, whilst they are employed by the Trust. They must:

- Adhere to all policies, arrangements, guidance and procedures that have been implemented by the Trust, including any safety information provided as part of any training course;
- Report and provide feedback on any matters relating to Health, Safety and Well-being, whilst they are employed by the Trust;
- Actively engage with the development and implementation of school procedures;
- Always report immediately to your manager any situation or process that you feel may be unsafe, or which may lead to the injury of any persons;
- Never interfere or tamper with anything provided to ensure your safety or the safety of others;
- Never undertake your work in a way that may expose you or others to unacceptable levels of risk;
- Always ensure that where work may present a risk of injury, property damage or other such loss that a risk assessment has been completed and agreed;
- Always report injuries and losses immediately to your line manager or, in their absence, a senior staff member.

3. ARRANGEMENTS

3.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the Trust in writing. Where this is the case, the Trust will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it effects employees. The Trust will consult in good time with health and safety representatives on any measures which may affect the employees of the Trust. The Trust will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for necessary training to

carry out their functions effectively. However, they are not part of the management structure and are not carrying out the duties on behalf of the CEO or Trust Board.

3.2 Risk Assessments

All activities undertaken by BEST, where there is foreseeable risk of injury will be subject to risk assessment. The Board will be the custodian of the risk management system and will undertake routine sample analysis to ensure that risk assessments remain suitable and sufficient. Where incidents occur, the risk assessment owner will be prompted to review the control measure to ensure they remain suitable.

Risk assessment for school related activities will be held by the school in such a way as to be easily accessible to the school's staff. Where this is implemented electronically, if access to the system is not possible, headteachers will arrange for relevant hard copies to be issued.

Risk assessments will be reviewed annually by default, for normal operational risk issues. However, this duration may be reduced if:

- There is a change in legislative requirement of best practice;
- There is an incident or near miss that highlights any shortcomings in the assessment;
- There is a substantive change to the way an activity is undertaken.

3.3 Training

The Trust will provide opportunities for all employees to have access to information, instruction, supervision and training required to enable them to discharge their responsibilities.

All employees, whether permanent or temporary, will undergo induction training which will include the following health, safety and well-being matters:

- Roles and responsibilities within the organisation
- Fire safety arrangements
- First Aid arrangements
- Accident Reporting
- Specific Hazards/Responsibilities Associated with Work Activity

Induction training must be undertaken within the first week of commencement in a new role and must be undertaken prior to any new staff members undertaking their normal operational duties. Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.

Health, safety and well-being training can be delivered by suitably qualified school staff or by external providers. The school will maintain a record of all health, safety and well-being training completed by their staff.

3.4 Communication and Risk Governance

Trust Board

The Trust Board will take overall strategic oversight of the Trust's Health, Safety and well-being performance and will agree the overall strategic direction in the development of the Trust's policy. The Trust Board will:

- Review and act upon the information provided to it by schools or CEO to inform risk management decisions;
- Be the Trust's strategic decision maker on matters related to health, safety and well-being and agree and implement the Trust's Forward Plan;
- Review the Trust's performance against the agreed Health, Safety and Well-being Forward Plan;
- Review the resource provided for the management of identified Trust wide risk;
- Review annually the Trust Health, Safety and Well-being policy;
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy;
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school;
- Monitor risk mitigation processes to ensure they are robust;
- Review the findings of school Health & Safety Audits, including trend;
- Review incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.

LGB / SIB

In addition to its monitoring of workplace health, safety and well-being issues, the LGB / SIB is also responsible for the monitoring of issues related to the school building compliance, including safety critical issues arising from condition surveys.

The LGB's/ SIB's responsibilities in this area, at a school level, are to:

- Ensure that adequate resource and money is made available for the management of property aspects that may affect the safety of its occupants;
- Advise the Trust on emerging issues that may impact on safety, where additional costs may be incurred to rectify;
- Review and agree policies and procedures related to property risk management, such as asbestos, fire and legionella;
- Review findings from property related incidents and failings that may have caused injury or loss to the Trust;
- Review future planned investment requirements.
- Review and monitor the Trusts asset and compliance system.
- Review overall property related statutory compliance.
- Advise the Board on any strategic requirement related to property safety management.

Headteacher Team meetings

To ensure that operational risk is appropriately managed, the Trust will facilitate monthly Headteacher Team meetings. Health, safety and well-being will be maintained as a standing item, as an operational update.

Items to be covered shall include:

- Incidents and accidents at school level
- Critical incidents
- Risk assessment compliance

- Policy reviews
- Changes in legal duties or best practice guidance
- Training compliance
- Audit update
- Forward Plan update

It will be the duty of all Headteachers attending the meeting to ensure that information is passed to and shared with their staff, either on a 1:1 basis or via team meetings/updates.

3.5 Monitoring and Review

The Health, Safety and Well-being Policy, together with the associated procedures and health and safety performance will be reviewed by the Trust on a regular basis (every two years as a minimum), or as required.

To substantiate that health and safety standards are being achieved, the Trust will measure performance against pre-determined plans and objectives contained in the Health, Safety and Well-being Forward Plan. Any areas where the standards are not being met will require remedial action.

The Trust will use different types of systems to measure health, safety and well-being performance: Active Monitoring Systems

- Termly site inspections will be undertaken by site Premises Manager/Caretaker and supported by site inspections undertaken by an external provider on a two-year cycle to address areas of property statutory compliance.
- Health & Safety compliance audits to be undertaken by an external provider on a two-year cycle.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken by the school's management and overseen by the school's Headteacher.
- Where necessary, health and safety surveillance and environmental monitoring systems will be implemented to check the effectiveness of health and safety control methods and detect early signs of harm to health or safety.

Reactive Monitoring Systems

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems, such as accidents, cases of ill health (work-related sickness), damage to property, etc.
- Providing a response to issues that arise from the undertaking of site inspections and audits.

Reporting and Response Systems

- Ensuring that monitoring information is received, having regard for situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- The Trust Board, Headteacher Team and LGBs / SIBs will all receive and consider reports on health and safety performance.

Investigation Systems

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- All cases of occupational ill health are to be investigated.

Third Party Monitoring / Inspection

The Trust will be subject to third party inspection and monitoring as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the Trust's Forward Plan with appropriate target dates for completion.

3.6 Risk Management

Managing Workplace Risks

The Trust Board maintains a strategic Risk Register which is reviewed by the Finance and Audit Committee and approved by the Trust Board.

In addition, each school will maintain an up to date school specific risk register, to capture and detail how it will ensure the safety of its staff and manage key risks. The school's Risk Register will be compiled and maintained by the school and approved by the LGB / SIB, where it will be reviewed annually to account for any updates in work practice.

Trust wide roles

BEST has a very small number of Trust-wide operational roles, based across all the Trust school. Schools must consider and assess the risk presented to staff who are based at, or who may visit their school locations for the undertaking of their duties. There are, however, several risks presented to these staff in the undertaking of their day to day operational duties that must be managed, as they would be for other visitors, including:

- Fire Safety
- Asbestos management
- Electrical safety
- Legionella management
- Transport safety / Travel for work
- Aggression / Violence from staff
- Display screen equipment
- Manual handling of equipment
- Working at height

3.7 Competent Health and Safety Advice

The Trust will engage external competent Health and Safety advice and guidance on how to implement policy, arrangements and procedures across the organisation. The overall responsibility for Health and Safety remains with the Board of Trustees and the Chief Executive Officer. The competent support will provide advice and guidance to allow the Trust Responsible Person/s to meet requirements identified within the Health and Safety at Work etc. Act 1974 and any associated regulations.