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HEALTH AND SAFETY MANAGEMENT

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1.0 Health and Safety Management Arrangements

1.1 Background

The Management of Health and Safety at Work Regulations require employers to implement arrangements to manage health and safety. The Health and Safety Executive have published a document reference HSG65 titled “Successful health and safety management” that is a guide for employers to establish a system for managing health and safety. This is further outlined within British Standard BS 18004:2008 – guide to occupational health and safety management systems.

The Health and Safety Executive has guidance on sensible Health and Safety Management in Schools on its website www.hse.gov.uk

This policy sets out how the Trust and each individual academy will manage Health and Safety and provides guidance regarding the roles and responsibilities of specific personnel within academies.

1.2 Introduction

This policy is based upon the Management of Health and Safety at Work Regulations 1999 and details specific arrangements the Schools Partnership Trust Academies (SPTA) has in place in order to meet its legal responsibilities. Each employee will be expected to familiarise themselves with the following arrangements as these detail how the policy will actually be carried out.

The Management of Health and Safety at Work Regulations 1999

Health and Safety Arrangements

Under Regulation 5 of the Management of Health and Safety at Work Regulations every employer must make and give effect to Health and Safety arrangements. These arrangements must be appropriate having regard for the nature of the company’s activities and the size of the business. The arrangements are designed to allow the effective planning, organisation, control, monitoring and review of the preventative and protective measures.

The key elements of such effective systems can be found in ‘Successful health and safety management HSG65’.

The Health and Safety Executive publication “Successful health and safety management”, British Standard BS 18004:2008 “Guide to Occupational Health and Safety Management Systems”, British Standards Occupational Health and Safety Assessment Series publications OHSAS 18001:2007 and OHSAS 18002:2008 outline the key elements of effective systems that can be used within Academies and other businesses to manage health and safety.

Many of the features of effective health and safety management are indistinguishable from the sound management practices that can be found in quality systems, business excellence models and financial planning.

Components of a Health and Safety Management System

The major components of a successful health and safety management system consist of;

1. Policy statement
2. Organisation for health and safety
3. Planning and Implementing for health and safety
4. Measuring Performance
5. Audit & Review

2.0 Policy Statement

The policy statement of both the SPTA and the Academy are detailed in the Health and Safety policy document. The Academy policy must be signed by the Principal and the chair of the Education Advisory Body.

2.1 Organisation for Health and Safety

Academies vary in their complexity, but each Academy will provide an organisation for Health and Safety that covers all the significant elements of the Health and Safety system that need to be managed and addressed. This organisation will be managed by the Principal with support from the Academy Leadership Team and the Health and Safety Coordinator.

As a result of these potential differences it is important for Academy management to ensure that the Academy's health and safety activity is embraced both within and between the Academy functions so that:

- common health and safety needs are addressed;
- wide variations in health and safety performance are avoided;
- duplication of effort and wasting resources is avoided;
- health and safety responsibilities are appropriate, clear and agreed e.g. for shared equipment, workplaces and staff;
- artificial barriers and unnecessary conflicts are avoided;
- any decisions made take into account the potential health and safety effects on other activities.

Organisation

The SPTA and each academy will ensure that all levels of the organisation are involved in the Health and Safety process by:

- Involving employees and their representatives in carrying out risk assessments, deciding on preventive and protective measures and implementing those requirements in the workplace.
- Establishing effective means of communication and consultation in which a positive approach to health and safety is visible and clear. The Trust and each academy will provide adequate health and safety information and make sure it is communicated to employees and their representatives. Effective communication will ensure that employees are provided with sufficient information so that control measures can be implemented effectively. This will be communicated through:
 - SPTA SharePoint/VLE
 - Health and Safety meetings
 - Health and Safety notice boards
 - Signs
 - Risk Assessment awareness sessions
 - Toolbox talks-specific to contractors
 - Securing competence by the provision of adequate information, instruction and training and its evaluation.

Employee involvement

Effective health and safety management requires the support and commitment of all employees, and that the knowledge and experience of the workforce can be a valuable resource in the development and operation of the health and safety management system. Academies should have effective means for consultation and representation. Under the Health and Safety (Consultation with Employees) Regulations 1996 employers have a statutory duty to consult with all employees on matters of health and safety. Employees should be encouraged to report shortcomings in the health and safety arrangements and be involved, where appropriate, in the development of health and safety arrangements, in particular risk assessments. In addition the Safety Representatives and Safety Committees Regulations 1977 provide for Safety Representatives of recognised Trade Unions to be consulted upon and informed about health and safety issues.

Health and Safety Committee

A Health and Safety Committee has been established (Under SRSCR1977) within the Trust to act as a main forum for communication between the Trust, Unions and Staff. Please see the Health and Safety Committee Terms of reference for further information on the composition and working of the Health and Safety committee.

2.2 Responsibilities

Staff at all levels in the Academy should be aware of their responsibilities, to whom they are accountable and the influence that their action or inaction can have on the effectiveness of the health and safety management system.

Individual responsibilities for the implementation of the health and safety policy are clearly defined and should be clearly allocated.

The SPTA Health and Safety policy outlines the responsibilities of key posts from the Chief Executive to the Principal and all other levels of staff. Individual academies may need to flesh this section out and may wish to add additional posts, and allocate duties as required by this policy.

To help ensure that all staff are aware of their responsibilities, lines of accountability and levels of authority, the following aspects should be addressed:

- a) staff should be informed of their individual health and safety responsibilities. This should be included in job descriptions;
- b) all personnel, where appropriate, should be given the authority and resources (including time) necessary to carry out their duties and responsibilities;
- c) appropriate arrangements should exist whereby people are held accountable for discharging their health and safety responsibilities;
- d) reporting relationships should be clear and unambiguous.

In addition to any allocated responsibilities, all employees have a general duty for their own and others' health and safety.

Control

The SPTA will establish control by:

- clarifying health and safety responsibilities as stated in this policy and ensuring that the activities of everyone are well co-ordinated;
- ensuring everyone with responsibilities understands clearly what they have to do to discharge their responsibilities, and ensure they have the time and resources to discharge them effectively;
- setting standards to judge the performance of those with responsibilities and ensure they meet them. It is important to reward good performance as well as to take action to improve poor performance; and
- ensuring adequate and appropriate supervision, particularly for those who are learning and who are new to a job.

2.2.1 Education Advisory Body

The Education Advisory Body will ratify the Health and Safety policy and provide leadership on Health and Safety in Schools.

2.2.2 Principal

The Principal will implement the Health and Safety systems within the Academy.

2.2.3 Competent Person

The responsibility for health and safety in an Academy rests with the Principal. The Education Advisory Body and SPTA Management are responsible for planning and monitoring health and safety. The Principal has additional responsibilities for implementing and controlling.

External consultants SMSE have been appointed as the Trust's competent persons. They will provide expert advice to all academies and the SPTA itself.

2.2.4 Health and Safety Coordinator (See Appendix A)

To assist them to manage health and safety in the Academy the Principal should designate someone to undertake the 'Health and Safety Coordinator' role. This person could be anyone on the academy staff, but it should be someone who is able to be given the time and resources necessary to undertake the function.

Note:

Academies are generally more likely to be able to identify and designate someone to undertake the role. The person could be the Finance Manager, Admin Manager, Superintendent, Assistant Principal, etc. It is recognised that some Primary Academies may not always be possible to identify a person to undertake the function, in such cases the functions of the Health and Safety Coordinator will be attached to the Principal, so that the need to review risk assessments or undertake an inspection of the school can be flagged up.

The 'Health and Safety Coordinator' would usually undertake or arrange for the following, alongside or in addition to their usual occupation:

- Undertake risk assessments and co-ordinate assessments made by other persons (e.g. Heads of Science or D&T in Secondary Academies).
- Undertake regular health and safety inspections around the Academy and report findings to Principal.

- Carry out accident and incident investigations with or on behalf of the relevant Academy manager.
- Liaise with SPTA's competent person.
- Other health and safety related duties designated by the Academy Leadership team in consultation with the competent person.

Training will also be offered to ensure that the designated persons are provided with sufficient knowledge to enable them to undertake risk assessments and safety inspections with a reasonable level of competence.

2.3 Communications and documentation

Effective communications are an essential element of the health and safety management system. The academy needs to ensure it has effective arrangements for:

- consultation on health and safety issues in order that all relevant health and safety information is communicated to all employees in the academy who need it. This requires the following arrangements:
 - information must be provided in a form and manner that is understood by the person receiving it;
 - information does not just flow from "the top down" but also from "the bottom up" and across the various parts of the Academy;
 - avoid restricting health and safety items to dedicated health and safety meetings by including them on the agenda of a variety of meetings where appropriate;
 - report hazards and shortcomings in health and safety arrangements;
 - ensure that lessons are learnt from accidents and incidents to avoid recurrence.
- ensuring that relevant information is communicated to people outside the academy who require it;
- encouraging feedback and suggestions from employees on health and safety matters.

Documentation is a key part of any communications system and should be adapted to the needs of the academy. The complexity of the academy and the risks that have to be controlled will normally dictate the detail of the documentation required. Documentation should support the health and safety management system, not drive it. Key documents, such as safe working procedures/safe systems of work, records and instructions and risk assessments should be accessible at the point of use. How changes to documents and data are to be made and who has the authority to make changes should also be defined by the academy.

3.0 Planning

SPTA has developed an effective health and safety management system to implement their health and safety policy which is proportionate to the hazards and risks. The Trust policy on planning is:

- To adopt a systematic approach to the completion of a risk assessment. Risk assessment methods are used to decide on priorities and to set objectives for eliminating hazards and reducing risks. This includes a programme, with deadlines for the completion of the risk assessment process, together with suitable deadlines for the design and implementation of the preventive and protective measures which are necessary;

- All risk assessment requirements are decided between the Principal, the Health and Safety Coordinator and the competent person. The Health and Safety Consultant will give advice on the risk assessment priorities and will determine deadlines for their completion. To select appropriate methods of risk control to minimise risks;
- Following the risk assessment, the Health and Safety Coordinator, along with assistance from the competent person where required, will determine the appropriate methods of risk control, taking into account current best practice, cost, reasonable practicability and reducing risk to a level as low as reasonably practicable;
- To establish priorities and develop performance standards both for the completion of the risk assessment(s) and the implementation of preventive and protective measures, which at each stage minimises the risk of harm to people. Wherever possible, risks are eliminated through selection and design of facilities, equipment and processes.

3.1 Risk Assessment

Risk Assessments are a key part of the Safety Management System. They help identify hazards, and implement controls, informing staff and management on the existing controls and what also needs to be introduced to reduce risks. All Academies must have specific risk assessments in place to ensure that they have identified the specific risks on their premises and that arise out of their activities. The Academy Leadership Team needs to appoint persons to carry out risk assessments and give them the adequate support in terms of time and training to carry out those assessments. Further information is provided in the risk assessment policy (SPTA-HS03).

3.2 Planning – General Guidance

Pro-active planning

Health and safety planning requires a comprehensive approach which emphasises prevention. The following procedures are designed to help overcome such difficulties.

Pro-active health and safety systems should promote continual improvement and ensure that:

- appropriate arrangements are in place that are adequately resourced with competent staff who have defined responsibilities and incorporate effective channels of communication;
- procedures are adopted to set objectives, devise and implement plans to meet objectives, and to monitor both the implementation and effectiveness of plans;
- hazards are identified and risks assessed and controlled before anyone/anything could be adversely affected;
- health and safety performance is measured with a range of techniques, and an absence of hazardous events is not seen as conclusive evidence that all is well.

A vital part of pro-active health and safety planning is the management of change. Changes that may affect health and safety include:

- changes in staffing;
- proposals for new products, processes or equipment;
- changes in working procedures;
- process modifications;
- software modifications.

External changes that may affect health and safety include:

- new legislation;
- developments in health and safety knowledge and technology.

As part of the review cycle the Academy should evaluate the impact of such changes and take steps to control risks prior to the introduction of change.

Re-active planning

The Academy should consider whether the operations of their health and safety management system:

- depends unduly on re-active monitoring data of accidents and ill health;
- is based upon mistaken beliefs that action is only necessary in the aftermath of a serious hazardous event or the appearance of symptoms of occupational ill health, and that preventative action is only required to prevent a repetition of the particular event;
- relies on superficial hazardous event investigations. Hazardous events usually have many causes. An investigation limited to a study of unsafe acts by staff at the “sharp end” may not reveal weaknesses in systems of work or shortcomings in the health and safety management system. Hazardous event and occupational ill health prevention requires a balanced package of technical and procedural controls supported by training.

A re-active approach may be simple to apply. However health and safety management is then reduced to solutions of apparently self-contained problems with self-contained remedies. Any health and safety management system founded on re-active measurements and superficial accident investigations is neither a secure nor a cost effective basis for controlling risks.

4.0 Monitoring

The SPTA will measure the implementation of the health and safety policy, to assess how effectively we are controlling risks, and how we are developing a positive health and safety culture. We will do this by:

- Planning and making adequate routine inspections and checks to ensure that preventive and protective measures are in place and effective.
- Adequately investigating the immediate and underlying causes of incidents and accidents to ensure that remedial action is taken, lessons are learnt and longer term objectives are introduced.

4.1 Audits

The Health and Safety Consultant/competent person will carry out periodic Health and Safety audits of academies and determine an action plan which will prioritise as High, Medium or low the actions required as a result of that audit. The audit will be provided to the SPTA and Academy management, for them to arrange the completion of the necessary actions. Audits will be carried out at least annually. A ranking system may be introduced to reduce this frequency where academies have proven to have good Health and Safety Management.

4.2 Inspections

The Health and Safety Coordinators at each Academy will carry out periodic Health and Safety inspections of the academy premises and determine an action plan which will prioritise the actions required as a result of those inspections. The inspections will be provided to Academy Leadership Team and the School Partnership Trust Academies competent person, for them to arrange the completion of the necessary actions.

| Activity | Frequency | Carried out by: | Received by | Actioned by: |
|------------------------------|---------------------------------|---|---|---|
| RISK ASSESSMENTS | Annually or before new activity | Health and Safety Coordinator, Curriculum Leaders, Teachers | Health and Safety Coordinators | Health and Safety Coordinators, Supervisors, Employees |
| AUDIT | Periodically | Health and Safety Consultant/Competent person | Principal, Health and Safety Coordinator, SPTA | Principal, Health and Safety Coordinator |
| ACADEMY INSPECTION | Termly | Health and Safety Coordinator | Principal, Health and Safety Consultant, SPTA | Health and Safety Coordinator, Employees |
| DEPARTMENT INSPECTION | Monthly | Curriculum Leaders/Head of Department | Health and Safety Coordinator | Employees |

5.0 Review

The School Partnership Trust Academies and each academy will review their risk control measures by:

- Establishing priorities for necessary remedial action that were discovered as a result of monitoring to ensure that suitable action is taken in good time and is completed – this will be done by allotting each action arising from an inspection, and audit or a risk assessment with a priority of high medium or low;
- Periodically reviewing the whole of the health and safety management system including the elements of planning, organisation, and control and monitoring to ensure that the whole system remains effective.

The SPTA will also consult employees about matters to do with their health and safety. Employees are a valuable source of information and can provide feedback about the effectiveness of health and safety management arrangements and control measures.

6.0 Health and Safety Audit Points

The following may be inspected as part of a Health and Safety Audit carried out by either SPTA or a consultant on its behalf:

- Health and Safety policy and arrangements
- Health and Safety procedures
- Risk assessments
- Fire risk assessment
- Fire alarm records
- Emergency lighting records
- Fire extinguishers records
- Fire drill records
- Fire training records
- Electrical records. Electrical installation and PAT test
- Water system and Legionella records
- Working at height procedures and records

- First aid arrangements
- Manual handling assessments and training records
- COSHH policies, procedures and assessments
- Machinery guarding and maintenance
- Local exhaust ventilation/fume cupboard extraction tests
- Ionising radiation arrangements
- Display screen equipment assessments
- Examining transport issues.
- Accident investigation and reporting RIDDOR and non-RIDDOR incidents
- A review of the hazards in the working environment
- Reviewing environment and welfare provision to ensure that it meets the requirement of the Workplace (Health, Safety and Welfare) Regulations 1992.
- A review of arrangements for consultation with staff
- A review of arrangements for contractors
- A review that health and safety signage meets the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.
- Gym equipment inspections
- Lifting equipment inspections
- Minibus arrangements

7.0 Appendices

Appendix A

| Policy | | Responsibility |
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| HS01 | Health and Safety policy | <p>The Academy Principal will appoint a Health and Safety Coordinator to assist them with their duties in the implementation of the Health and Safety policy. The Health and Safety Coordinator will act as a focal point for Health and Safety at the academy. The Health and Safety Coordinator at each academy will ensure:</p> <ul style="list-style-type: none"> • That the Academies health and safety policies / procedures are reviewed regularly, remain appropriate and fit for purpose, and comply with legislative requirements. This will be done with assistance from the SPTA Health and Safety Consultant; • That implementation of the SPTAs and Academies procedures, arrangements, and risk assessments are appropriately and regularly monitored and evaluated via auditing and inspections; • That appropriate training is provided to members of the Academy staff, who have significant responsibilities in the management of health and safety; • In regard to all areas of activity, maintaining contact and co-operation with outside bodies on matters concerning safety, security and fire protection; for example with the Health and Safety Executive, the Fire Authority, Police, Environmental Health, and the Environment Agency; • That the Academy Leadership Team is advised on the development and implications of new health and safety legislation, with advice and support from the SPTA Health and Safety Consultant; • Preparing periodic and annual reports on health and safety matters, as required by the SPTA policy and external stakeholders for ALT/ Education Advisory Body consideration / action; and • Generally providing support on health and safety matters to the academy both proactively and reactively |
| HS02 | Health and Safety Management | <p>The Health and Safety Coordinator should arrange for the following, alongside or in addition to their usual occupation:</p> <ul style="list-style-type: none"> • Undertake risk assessments and co-ordinate assessments made by other persons (e.g. Heads of Science or D&T in Secondary Academies); • Undertake regular health and safety inspections around the Academy and report findings |

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| | | <p>to the Principal;</p> <ul style="list-style-type: none"> • Carry out accident and incident investigations with or on behalf of the relevant Academy manager; • Liaise with SPTA's competent person; • Other health and safety related duties designated by the Academy Leadership team in consultation with the competent person. <p>Training will also be offered to ensure that the designated persons are provided with sufficient knowledge to enable them to undertake risk assessments and safety inspections with a reasonable level of competence.</p> |
| HS03 | Risk Assessment | <p>The Health and Safety Coordinator:</p> <ul style="list-style-type: none"> • Will ensure completed risk assessment documentation is inputted on to the Risk Assessment Database and reviewed on a minimum of a monthly basis; • Will carry out risk assessments for high risk activities or complicated risks in conjunction with the risk assessor; • Will review and quality check all risk assessments carried out; • Will provide advice and feedback on risk assessments to staff involved in the risk assessment process; • Shall monitor to ensure that risk assessment controls are being used in practice; • Shall provide information on the legal requirements of particular risk assessments. |
| HS04 | First Aid, Accident and Incident | <p>The Health and Safety Coordinators for each Academy have the following responsibilities:</p> <ul style="list-style-type: none"> • To collate, collect, analyse and disseminate all accident reports; • To identify trends in the accident figures; • To report accidents/incidents to, the Schools Partnership Trust Academies, Health and Safety Executive, the Education Funding Agency the SPTA insurer, as appropriate and within the required time frames; • To carry out accident investigations where required. |
| HS05 | Fire Safety | <p>Health and Safety Coordinator/ Facilities Managers/Site Superintendent:</p> <ul style="list-style-type: none"> • Shall liaise as necessary with contractors to ensure they provide the necessary documentation and fire safety information including method statements, risk assessments etc.; • Shall supervise contractors in relation to their fire risks and fire control measures, and control the hot work permit system; • Shall liaise as necessary on fire safety design implications for construction and refurbishment projects with architects, building control and contractors; • Shall arrange for the maintenance of the fire alarm system, emergency lighting, fire fighting equipment and any devices provided for fire safety e.g. fire doors and door release systems, either directly or through the appropriate lease holders/landlords representatives; • Shall arrange for the weekly testing of the fire alarm systems in each building, either directly or through the appropriate lease holders/landlords representatives/contractors; • Shall arrange fire drills and evacuations, as directed by the Principal, either directly or through the appropriate lease holders/landlords representatives; <p>The Health and Safety Coordinator will be suitably trained in fire safety.</p> |
| HS06 | COSHH | <p>The Health & Safety Coordinator will:</p> <ul style="list-style-type: none"> • Provide advice to individual staff or teams to enable them to complete COSHH assessments; • Monitor and question the use of Hazard substances that COSHH Assessment may have been requested on; • Maintain a library of information on COSHH, particularly the most recent HSE EH40 publication; • Conduct an Audit and review of the management of hazardous substances as an integral part of the Health and Safety Policy; • In conjunction with the Health and Safety Consultant, will ensure where appropriate that adequate controls are in place in respect of health monitoring of students, staff or |

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| | | anyone else that may be affected by a hazardous substance. |
| HS07 | Ionising Radiation Regulations | The Health & Safety Coordinator: <ul style="list-style-type: none"> • Shall ensure that the operational aspects of the IRR99 are being implemented in line with the Radiation Protection Advisers advice; • Shall liaise with the Radiation Protection Adviser to ensure all advice is acted upon; • Shall liaise with the Radiation Protection Supervisors to discuss all advice provided by the Radiation Protection Adviser. |
| HS08 | Work at Height | Health and Safety Coordinator/ Facilities Managers/Site Superintendent: <ul style="list-style-type: none"> • Shall liaise as necessary with contractors to provide and obtain Work at Height information; • Shall ensure that Work at Height risk assessments are carried out for all relevant activities within their area; • Shall supervise contractors in relation to their work at height and enforce safe working practices; • Shall liaise as necessary on work at height implications for construction and refurbishment projects with architects, building control and contractors; • Shall arrange for the maintenance of any work at height equipment including ladders, scaffolds and working platforms; • Shall arrange for work at height training where necessary; • Will be suitably trained in Work at Height; • Should ensure that staff working at height are physically fit to do so; • Will assist with work at height risk assessments. |
| HS09 | Asbestos | Health and Safety Coordinator/ Facilities Managers/Site Superintendent: <ul style="list-style-type: none"> • Shall liaise as necessary with contractors to provide and obtain asbestos information; • Shall ensure that asbestos assessments are carried out for all relevant areas; • Shall supervise contractors in relation to their managing asbestos and enforce safe working practices; • Will oversee ALL work relating to the identification, repair or removal of any ACM and will ensure the quality and integrity of the method statement and risk assessments associated with each job and thereafter the recorded information on Every and the Asbestos Register; • Shall liaise as necessary on asbestos implications for construction and refurbishment projects with architects, building control and contractors; • Shall arrange for asbestos awareness training where necessary; • Will be suitably trained in asbestos awareness. |
| HS10 | Display Screen Equipment | The Health and Safety Coordinator will: <ul style="list-style-type: none"> • Ensure all users know where to seek help if they have difficulties with an issue which relates to DSE health and safety; • Follow up self-assessments to resolve any problems identified; • Carry out face to face assessments where necessary; • Make recommendations to individuals and managers following assessments; • Make referrals to Occupational Health where necessary; • Maintain records. |
| HS11 | Electricity Safety at Work | The Health and Safety Coordinator will: <ul style="list-style-type: none"> • Ensure suitable and sufficient risk assessments are carried out with respect to risk to persons and property for the operation and maintenance of the LV network; • Ensure the maintenance contract for the inspection and testing of the Academy's LV installations is carried out in accordance with the maintenance contract; • Ensure the effectiveness of LV maintenance policies is monitored. Without effective monitoring the duty holder cannot be certain that the requirement for maintenance of the LV system has been complied with. |
| | Educational/off | The Health and Safety Coordinator will: |

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| | site visits | <ul style="list-style-type: none">• Occasionally liaise with the academy EVC to ensure visits are being authorised on the SPTA Evolve visits site;• Coordinate with the EVC to ensure there is an established reporting scheme to Leadership Team/Education Advisory Body. |
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