



&

Health & Safety Policy

Document Control

Reference Number	Version	Status	Author(s)	
HSP001	1.0	Published	Nic Carstens Head of Health, Safety & Wellbeing	
Amendments			Date	By whom
Policy approved by Trust Board			2 nd April 2019	Trust Board
Intended Recipients	Group/Persons Consulted:			
All REAch2 Staff	Trustees SLT Group Head of Health, Safety & Wellbeing			
Monitoring Arrangements and Indicators:	Annually Trust Board / Estates and Free School Committee			
Training/Resource Implications:	N/A			
REAch2 Touchstone	leadership, integrity and responsibility			
REAch2 KPI	KPI 4: Wellbeing of staff and children is effectively supported			
REAch2 Strategy	Health & Safety Forward Plan			
Approving Body	Trust Board			
Date Approved	2 nd April 2019			
Review date	2 nd April 2020			
Policy Location	REAchIn			
Summary				
<p>The safety of all our staff is vital. This policy outlines the systems and processes in place within REAch2 for the effective management of health and safety, of which all our staff need to be aware of. We all have a part to play in the safety both ourselves and those we interact with at our schools. Please take the time to read and familiarise yourself with how we manage risk and how you can help us on our journey.</p>				

Contents

Document Control	2
Statement of Intent.....	5
Responsibilities	6
Trustees	6
Chief Executive Officer (CEO)	6
Chief Operating Officer (COO).....	6
Head of Facilities & Assets (HFA)	6
Headteachers	7
All Staff	7
Arrangements.....	7
Health and Safety Representatives.....	7
Risk Assessment Management.....	7
Training.....	8
Communication and Risk Governance	8
Trust Board.....	8
Risk & Audit Committee	8
Estates Committee.....	8
Monitoring and Review	9
Active Monitoring Systems	9
Reactive Monitoring Systems	9
Reporting and Response Systems	10
Investigation Systems	10
Third Party Monitoring / Inspection	10
Risk Management.....	10
Managing Workplace Risks	10



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

Statement of Intent

At REAch2 our cornerstone is providing a strong, responsible foundation from which every academy develops and grows. We believe that the health, safety and welfare of our children, staff and visitors to our schools and everyone else potentially affected by our activities is of fundamental importance, and that nothing is so important that it cannot be done safely and with risk to health. Our approach to securing an environment where no one is harmed is through our touchstones of leadership, integrity and responsibility.

We will:

- provide clear, visible and technically competent leadership for health, safety and welfare
- as a minimum, comply with all relevant health, safety and welfare legal requirements
- proactively identify the hazards associated with our activities, and remove risks where reasonably practicable to do so
- provide and implement effective arrangements to manage residual risks to ensure, so far as is reasonably practicable, that our workplaces that are safe and without risks to health
- allocate suitable and sufficient resources to ensure health, safety and welfare is properly managed across the Trust
- 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 welfare
- regularly monitor our performance and openly share our findings in order to identify areas where we can improve our performance
- encourage staff to take action 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

Ensuring the safety of our workplace is all of our responsibility. I urge all staff to read and fully understand how all of our actions can effectively create a safe and prosperous place to work.



Sir Steve Lancashire
Chief Executive Officer



Jeremy King
Chair of the Trust Board

Responsibilities

Trustees

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

- Provide critical and constructive review of current health, safety and wellbeing arrangements within the Trust.
- Ensure that the Audit and Risk Committee is effectively discharging its delegated responsibilities (in terms of health and safety).
- 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 on all meetings health and safety is included as a standing item.

Chief Executive Officer (CEO)

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

- Take such measure to ensure that adequate resource is made available for the management of health and safety issues within the Trust.
- Where funding is required, take reasonable actions to ensure that suitable budgets are made available for safety matters.
- 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 effectively managed.
- Represent the Trust in matters of enforcement actions and lead on external communication to the public where required.

Chief Operating Officer (COO)

The COO will support the CEO in the discharge of their health and safety obligations by assuming the following functions:

- To ensure that competent health and safety advice is made available by the provision and management of the Head of Health, Safety & Wellbeing post.
- To manage and approve safety remedial works where required and identified.
- To ensure that key safety policies are in place and subjected to suitable periodic review.
- To provide such reasonable resource to the Head of Health, Safety & Wellbeing to ensure the effective management of health and safety matters.
- To be accountable for the day to day governance of health and safety within the Trust.

Head of Health, Safety & Wellbeing (HHSW) The

HHSW will:

- Provide competent health and safety support and advice to REAch2 as defined by the Management of Health and Safety at Work Regulations 1999.
- Provide day to day operations risk advice to REAch2 staff and schools.
- Take a lead in the review and development of new safety and risk management policies as required.
- Ensure the investigation and review of serious incidents within REAch2 and recommend any such improvement works.
- Ensure that all schools are subject to review and audited to assess the suitability of risk management systems.
- Ensure that all staff have received suitable and relevant training for their job role.

Head of Facilities & Assets (HFA)

The HFA will ensure that for REAch2 estates:

- That all buildings are managed to ensure that they meet the Trust's statutory duties, such as the undertaking of fire risk assessments, asbestos surveys and legionella assessments.
- Where such duties are the responsibility of schools, that suitable governance is in place to track and report on compliance with the Trusts statutory obligations.
- Will ensure that where a serious incident occurs, due to the nature of the estate or identified defects, that appropriate action is taken or such guidance is provided to ensure its rectification.
- To provide oversight and guidance to the Trust on matters related to property safety and construction related activities.
- To ensure that, via the Regional Building Surveyors, that adequate support on the monitoring of property statutory compliance issues are undertaken.
- To ensure that where such duties are delegated, they are managed and reviewed at suitable intervals.

Headteachers

Headteachers are accountable for delegated safety functions within their schools, including many aspects of day to day school operational risk. This includes:

- The induction of staff into the school on health and safety matters.
- To ensure that all relevant staff have received safety related training, in line with their job role and competence.
- To ensure that risk assessments are completed where required and reviewed at suitable periods.
- To ensure that incidents are recorded and investigated within the school, and where required report serious incidents to the Head of Health, Safety & Wellbeing.
- Ensure that premises inspections are undertaken.
- To manage spend related to safety related issues.
- To ensure that a local Health & Safety Policy is developed and shared with relevant staff to demonstrate how the school will meet its duties under this policy.

All Staff

All staff at the Trust are reminded that safety is the responsibility of everyone, and that we all have a part to play in maintaining a safe place of work. Staff should therefore:

- Always follow safety guidance and information provided, including any safety information provided as part of any training course.
- Never interfere or tamper with anything provided to ensure your safety or the safety of others. This may include removing barriers without consent or locking a fire door without understanding the consequences.
- 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 undertake your work in a way that may expose 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 is undertaken and agreed.
- Always report injuries and losses immediately to your line manager or, in their absence, a senior staff member.

Arrangements

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 affects 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.

Risk Assessment Management

All activities undertaken by REAch2 Academy Trust, where there is foreseeable risk of injury will be subject to risk assessment. The Head of Health, Safety & Wellbeing 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 Trust related activities will be placed on the Intranet system for all Central Team staff to access and review. In the event that access to the intranet is not possible, managers will arrange for relevant hard copies to be issued.

Risk assessments will be reviewed every two years 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.

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 matters:

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

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. 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.

Health & Safety training will be overseen by the Head of Health, Safety & Wellbeing, but can be delivered by local and departmental managers, ensuring that HR are notified once induction has been successfully delivered.

Communication and Risk Governance

Trust Board

The Trust Board will take overall strategic oversight of the Trust's Health & Safety 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 the Risk & Audit and Estates Committee to inform risk management decisions.
- Be the Trust's strategic decision maker on matters related to Health & Safety, working with the Head of Health, Safety & Wellbeing to agree and implement the Trust's Forward Plan.
- Review the Trust's performance against the agreed Health & Safety Forward Plan.
- Review the function of the Risk & Audit and Estates Committee to ensure that they are fit for purpose and delivering on their key objectives.
- To review the resource provided for the management of identified Trust wide risks.

Risk & Audit Committee

The responsibility of the Risk & Audit Committee is to implement the Trust health and safety forward plan, making recommendations to the Board where appropriate and identifying risk at all levels within the Trust, keeping the Board informed where required.

The Committee's responsibilities are to:

- Annually review the health and safety policy
- To monitor risk mitigation processes to ensure their robustness
- To review the findings of Health & Safety Audits, including trends
- To review incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- 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.

Estates Committee

The Estates Committee is responsible for the monitoring of issues related to the school building compliance, including safety critical issues arising from condition surveys. The Estates Committee will report to the Chief Operating Officer.

The Committee's responsibilities 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.
- To advise the Trust on emerging issues that may impact on safety, where additional costs may be incurred to rectify.
- To review and agree policies and procedures related to property risk management, such as asbestos, fire and legionella.
- To review findings from property related incidents and failings that may have caused injury or loss to the Trust.
- To review future planned investment requirements.
- To review and monitor the Trusts asset and compliance system.
- To review overall property related statutory compliance.
- To advise the Risk & Audit Committee and any strategic requirements related to property safety management.

Senior Leadership Meetings

To ensure that operational risk is appropriately managed, the Trust will facilitate monthly Senior Leadership meetings, comprised of senior managers and relevant Heads of Service. Health & Safety will be maintained as a standing item, as an operational update.

Items to be covered shall include:

- Incidents and accidents within both the central team and 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 managers attending the Senior Leadership meeting to ensure that information is passed and shared to their staff, either on a 1:1 basis or via team meetings/updates.

Monitoring and Review

The Health and Safety 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.

In order to substantiate that health and safety standards are actually being achieved, the Trust will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Trust will use different types of systems to measure health and safety performance:

Active Monitoring Systems

- Termly site inspections will be undertaken by site Premises Manager/Caretaker and supported by annual site inspections undertaken by the Regional Building Surveyor to address areas of property statutory compliance.
- Health & Safety compliance audits to be undertaken by Head of Health, Safety & Wellbeing to assess school and central team health and safety management performance.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken and overseen by the Head of Facility and Assets.
- 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 Risk & Audit Committee, Estates Committee and Trust Senior Leadership Team 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.

Risk Management

The Trust operates a transient workforce, based across a number of school locations, including staff that are based from home office locations. Schools must consider and assess the risk presented to Central Team staff who are based at, or who may visit their school locations for the undertaking of their duties. There are, however, a number of risks presented to the Trust's Central Team in the undertaking of their day to day operational duties that must be managed. 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

Managing Workplace Risks

The Trust will maintain an up to date risk register, to capture and detail how it will ensure the safety of its staff and specifically the key risk items listed above. The Risk Register will be owned by the Head of Health, Safety & Wellbeing and approved by the Risk & Audit Committee, where it will be reviewed annually to account for any updates in work practice.

Reference Documents

Document Title	Reference Number	Location
Health & Safety Forward Plan	RD013	Intranet
Health & Safety Risk Register	RD014	Intranet