



Health, Safety and Wellbeing Policy

Approved by: Full Trust Board Meeting **Date:** 7 February 2019

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Next review due by 7 February 2020

Document 1: Health and Safety Policy Statement

Document 1 introduces the general statement of commitment to ensuring health, safety and well-being of employees and other people. This is to meet the statutory requirements of the *Health and Safety at Work Act 1974*. Where appropriate the links with safeguarding and other related topics are mentioned. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement.

Document 2 goes into more detail about the organisation and arrangements. The two documents together provide the main health, safety and wellbeing policy.

On specific important topics additional arrangements and sub-policies will follow leading to risk assessments, training and other aspects of good management.



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1.0 Preliminary

1.1

The health, safety and wellbeing policy document is for the Gatehouse Green Learning Trust. It is written in two parts in two separate but linked documents. This document is Document 1. The two documents describe the three parts of the policy required under the Health and Safety at Work etc. Act 1974.

These are:

1. A statement of health, safety and wellbeing policy by the employer;
2. A description of the organisation to carry out the policy;
3. A description of the arrangements to carry out the policy.

In other words there is a commitment to ensuring the safety and the health of employees and non-employees as required in law. For the trust non-employees means children and parents and carers as well as visitors to trust premises and estates and trust and academy events.

There is a description of who does what to ensure safety and health plus an outline of the necessary arrangements to do this.

1.2

This is a description of policy as opposed to a handbook. More details are set out in individual academy sub-policies for health, safety and wellbeing. There are also specific procedures as are needed including records of risk assessments.

1.3

Academies will have access to trust corporate policies and other documents when required and are able to create their local documents where these are appropriate.

1.4

The expectation of DfE and OFSTED for a multi-academy trust is that it will add something to the overall value of the individual academies. This can cover cooperation and sharing of skills, knowledge and experience as well as cost efficiencies.

1.5

The Health and Safety at Work etc. Act 1974 (abbreviated as HASAWA) is not the only relevant legislation that needs to be taken into account. Where possible the other legislation will be mentioned.

1.6

Two important issues are noted here. The main responsibility for ensuring the health and safety of employees, pupils and students and anyone else affected by the trust's activities lies with the employer and with the occupier of premises and estates. This will be the trust as the employer and the individual academies as occupiers. Secondly, trust directors are personally accountable under Section 37 of the HASAWA as follows:



“Where an offence under any of the relevant statutory provisions committed by a body corporate is proved to have been committed with the consent or connivance of, or to have been attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the body corporate or a person who was purporting to act in any such capacity, he as well as the body corporate shall be guilty of that offence and shall be liable to be proceeded against and punished accordingly.”

1.7

The Health and Safety at Work etc. Act 1974 requires consideration of issues such as stress according to guidance from the Health and Safety Executive. This will therefore be mentioned within this policy and linked to other policies.

1.8

For educational establishments the subject of the safeguarding of children and vulnerable adults is a key issue. This is a much broader topic than child protection and vulnerable adult protection which are important parts of it. Safeguarding includes safety and health and a long list of other matters. These are mentioned and linked within this policy though described in more detail in other trust publications.

1.9

The statement on the next page is part of this policy document but is written and numbered so it can be printed off separately as a poster or hand-out.



2.0 Statement of the Health, Safety and Wellbeing Policy

1.0

Employers are required under the Health and Safety at Work etc. Act 1974* to ensure the health and safety of their employees and anyone else affected by work activities such as school pupils and students. One of the duties is to produce a health, safety and wellbeing policy and act on it.

2.0

This statement is produced for the Gatehouse Green Learning Trust. It is an corporate policy statement for the trust and its member academies. The policy statement is one of the three parts required in a statutory health, safety and wellbeing policy. The trust will produce a corporate health, safety and wellbeing policy. Each academy will then produce its own local health, safety and wellbeing policy linking to the corporate statement and overall policy.

2.1

This statement forms the basis of future planning to achieve a high standard of health, safety and wellbeing in line with current industry best practice. It describes how the trust will implement health, safety and wellbeing (HS&W) matters in and across member academies.

* This is abbreviated here to “HASAWA”.

2.2 The Trustees’ Board Statement of General Policy

The Directors say that:

2.2.1 As a board they will collectively accept responsibility for the setting out of a suitable organisational structure and giving staff appropriate roles to ensure a high standard of health, safety and wellbeing. They will make arrangements to carry out those tasks, jobs and other functions needed to achieve this. (This is to fulfil the duty in Section 2 (3) HASAWA)

2.2.2 As individuals the Directors recognise they have a duty not to consent or connive in a matter likely to be a breach of health, safety and welfare law nor to neglect any matter that may be a breach of the law. (This is to fulfil the duty in Section 37 HASAWA)

2.2.3 One member of the board will assume the role of “Health and safety director” with the oversight remit. This is to aid the board collectively in achieving a high standard of health and safety in the trust.

2.3

As the employer the Trust controlled by the Trustees’ Board will meet its legal duty to ensure, so far as is reasonably practicable, the health and safety of its employees. (Section 2(1) HASAWA).

2.4

The Trust will ensure that people not employed by it are also protected against harm from any of its activities. This covers pupils and students, visitors and contractors and members of



the public. Activities include those at the academies' estates and premises or off the sites such as during an educational trip. (Section 3 HASAWA)

2.5

The Trust will pay attention to all health, safety and wellbeing issues including the examples below: (Section 2(2) HASAWA)

2.5.1 Plant and machinery;

2.5.2 Systems of work including for example providing personal protective equipment when needed;

2.5.3 The way any items or substances are used, moved, carried around, transported and stored;

2.5.4 Making sure any place of work, indoors or outdoors is safe and without a risk to health. This also covers safe ways to get in and out.

2.5.5 Making sure the environment of the place of work is safe and without risks to health.

2.5.6 Adequate toilets, lunch areas, rest areas, medical facilities and other welfare needs are provided;

2.5.7 Information, instruction, training and supervision.

2.6

The Trust will provide an adequate budget for health, safety and welfare matters.

2.7

Health and safety matters will be linked with other legal requirements such as safeguarding, food hygiene, transport safety, environmental protection and waste management in a consistent and as seamless a way as possible. The Board of Directors understands that many of these items will be regulated through legislation other than HASAWA. This will not be a barrier to cooperation and achieving the highest standards.

2.8

Health, safety and wellbeing practice will be in line with the duties to be inclusive and to avoid discrimination (Equalities Act 2010)

2.9

The Trustees' Board are aware of their obligations to manage data appropriately.

This may impinge on health and safety matters such as recording medical treatment and accident records. (General Data Protection Regulation)

2.10

The Gatehouse Green Learning Trust and the Trustees' Board understand that as a publicly funded body they are subject to the Freedom of Information Act 2000. In any case all documents have to be made available to authorised inspectors from the Health and Safety Executive or similar regulator. (HASAWA Section 20)

2.11



Directors will keep themselves up to date with legislative requirements and industry best practice within education and other relevant industries such as vehicle maintenance, engineering, outdoor activities and construction. (Reference: www.hse.gov.uk)

2.12

The Trust will support the member academies in their policy and practice and encourage the discussion and sharing of best practice across the trust. Whenever appropriate they will visit or at least contact other educational organisations to seek information to improve their practice.

2.13

The Trust will ensure that it has access to health, safety and wellbeing advisors internally as staff members and by using external contractors and competent people as needed.

2.14

The Trust will involve employees and where appropriate pupils and students, parents and carers in the discussion of health, safety and occupational welfare matters. Consultation will occur through health and safety committees, by employee and trade union representatives and through direct consultation as appropriate. Member academies may choose any suitable equitable approach appropriate to their working arrangements. (Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996)

2.15

The Trust and the Trustees' Board will support the head of each member academy in developing their own local policies and procedures. Best practice will be shared and promoted whenever applicable. Each academy has its own specialisms and will be able to develop suitable unique procedures when needed. (Reference: HSG 65: Managing for health and safety)

2.16

The Trustees' Board will monitor and audit health, safety and wellbeing practice across the trust. They will update the trust risk register regularly. (Reference: INDG417 Leading health and safety at work)

2.17

The directors understand there is no such thing as "common sense" in that different people have varying life experiences, knowledge and understanding. They will support employees and other people including pupils and students in gaining recognised levels of skill, knowledge and experience through training and other ways.

2.18

The Trustees' Board will review and update this **policy statement** at least once a year. The **organisation and arrangements** will be improved whenever this is practical. So far as is possible improvement will be based on the anticipation and analysis of better evidence and practice that can be applied. Lessons from court cases, accidents and incidents and other "learning with hindsight" situations will also be used to improve standards.



2.19

The Trust as an educational organisation supports the concept of “being risk aware rather than risk averse”. All employees and pupils and students should go home “safe and healthy” however this does not mean banning or denying access to exciting, interesting and rewarding learning opportunities.

Signed by the Chair of the Trustees’ Board

Date

Signed by the Chief Executive Officer

Date

Date of next review:



3.0 Health and Safety Organisation

3.1

The Trustees' Board will follow the published guidance from the Health and Safety Executive and related organisations such as the Food Standards Agency, Department for Education, Education and Skills Funding Agency and other regulators or advisors such as CLEAPSS.

3.2

Whenever appropriate health, safety and wellbeing will be organised in cooperation with child protection and safeguarding arrangements, security, personal health issues such as mental health and any other relevant matters. The lessons from numerous case studies show the importance of linking rather than separating topics.

3.3

Employees with duties will be recruited and trained to have the skills, knowledge and experience to carry out their work effectively. (E.g. under Section 13 of The Management of Health, safety and wellbeing at Work Regulations 1999)

3.4

The organisation of the trust and its member academies will provide the means to manage and supervise staff, report defects and arrange repairs, inform and brief employees, involve staff and consult with them and provide a means of whistle-blowing should the need arise.

3.5

The rights of employees will be formally displayed using the Health and Safety Executive poster which will be put on a notice-board at all schools. (Health and Safety Information for Employees Regulations 1989, as amended in 2009)

4.0 Introduction to Health and Safety arrangements.

4.1

The trust will follow the industry best practice using published documents available from regulators such as the Health and Safety Executive. "Industry" includes education and all other relevant areas of work such as building maintenance, electrical equipment and catering.

4.2

It will use the advice of recognised organisations at national level such as CLEAPSS (for science, design and technology), DATA (for design and technology) and AfPE (for sport and other activities), the outdoor advisors panel (for off-site activities) and national governing bodies.

4.3

The trust will have employees trained in health & safety at varying levels from general awareness to specialist knowledge in certain fields. The trust will call on external help when



needed whether as a contractor such as a qualified electrician or gas technician or as an advisor such as Delegated Services CIC.

4.4

The trust supports the member academies with the development of practice and procedure, risk assessments and guidance and the availability of internal and external advisors.

4.5

Member academies are encouraged to develop their own specific practice and procedure providing it is consistent with the trust objectives of achieving a high standard of health, safety and occupational wellbeing.

4.6

Charts showing the main organisational features of the trust are given **below** after this section. A list of key posts and roles and a short A-Z of key arrangements is shown in **Document 2** of the policy. The academy health, safety and wellbeing policies which will be based on a trust template will be more detailed in for example the A-Z arrangements section and specific to each academy.

4.7

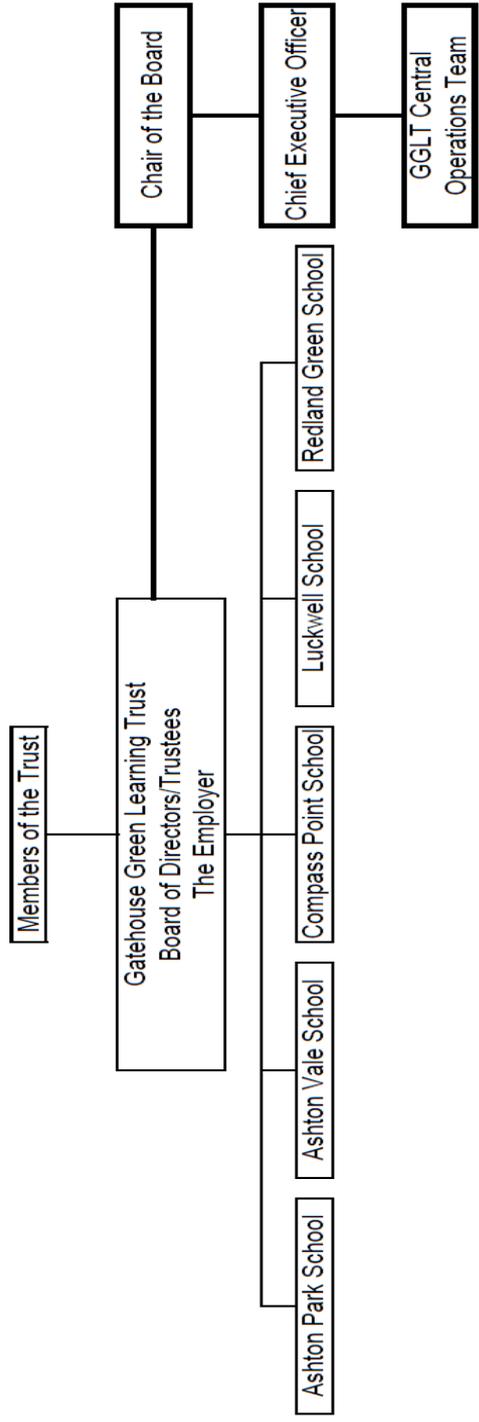
The policy is not an exhaustive handbook of every single practice and procedure minor or significant. The absence of an item in the policy does not mean it has not been considered. In some cases where the risk level is low and/or similar to everyday out of work risks there may be no trust or academy recorded practice or policy.



Fig 1: Gatehouse Green Learning Trust Health, Safety and Wellbeing Organisation Chart



Gatehouse Green Learning Trust Health, Safety and Wellbeing Organisation Diagram







5.0 Health and Safety representatives and consultative committee

5.1

The trust will work with trade union representatives where they are in post and with staff representatives where they are present. The trust supports both roles as part of employee involvement and consultation. ((Safety Representatives and Safety Committees Regulations 1977 and Health, safety and wellbeing (Consultation with Employees) Regulations 1996)

5.2

In most cases the representatives will be based at one of the academies and will act for that setting alone. Where there are trust wide issues that are raised these will be shared between the academies so that good practice is promoted in all locations and activities.

5.3

Each academy will decide if they wish to have a staff health, safety and wellbeing consultative committee. Trade union representatives can formally ask for one in any case. The trust supports the principle of having a committee. Where they are present the Health, Safety and Wellbeing Link Director will attend a proportion of the meetings to listen to feedback which can be used by the Trustees' Board to monitor and improve health, safety and wellbeing performance.

5.4

Employee involvement is recognised as being part of risk assessment and reviewing procedures and the creation of a successful health, safety and wellbeing culture in the trust.

6.0 Monitoring and Auditing Health, Safety and Wellbeing by the Board

6.1

The Trustees' Board will ask the Chief Executive Officer to provide an annual or more frequent status report on all health, safety and wellbeing matters.

6.2

The report(s) will provide a strategic review and an action plan based on the information supplied by each academy through the course of the year.

6.3

The report will include when appropriate and relevant such things as:

- (i). Statutory information the academies have provided to regulatory bodies such as accident reports under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, food hygiene inspections by local environmental health departments and fleet vehicle MOTs;

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- (ii). Confirmation that all emergency plans such as fire risk assessments and fire action procedures are in place and up to date.
 - (iii). Confirmation that the risk register for each academy is up to date;
 - (iv). The status of all risk assessments and that they meet industry standards;
 - (v). The status of all policies and that they meet regulatory and industry standards;
 - (vi). Describe any educational attainment problems caused by health, safety and wellbeing issues and also educational successes thanks to informed use of health, safety and wellbeing principles.
 - (vii). The outcomes of in-house site inspections, off-site trip provider inspections, self-assessed audits and external independent audits and similar monitoring;
 - (viii) Reports on staff consultations, stress risk assessments, employee wellbeing and related matters.
 - (ix) Any other matters the board wishes to examine and any matter the Chief Executive Officer wishes to bring to the board's attention.
 - (x) A section of the report will be provided so that trade union or staff reps can make a direct feedback to the board. They will provide the text themselves.

6.4

The Trustees' Board will ask for an external independent audit of each academy on a rolling programme at a frequency they shall decide.

7.0 References

1. DfE: Multi-academy trusts: Good practice guidance and expectations for growth - December 2016 Page 50 "Risk management"
2. HSG 65: Successful health, safety and wellbeing management
3. INDG 417: Leading health, safety and wellbeing at work: Actions for directors, board members, business owners and organisations of all sizes.
4. BS OHSAS 18001:2007 and BS ISO 45001:2018 Occupational health, safety and wellbeing management systems.
5. Role of "Local Governing Bodies" as and when described on the Trust's website.
6. Trust Strategic Plan

This is the end of Document 1.

Please see Document 2 for the "Organisation and Arrangements" where the main management activities are also explained.



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Produced by the Risk, Property and Facilities Director, Delegated Services, (RP&F D), as Competent Person

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