STEEL RIVER
ACADEMY TRUST

Corporate Health and Safety Policy

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1. Introduction

Our commitment to health and safety forms part of the Steel River Academy Trust's wider agenda of social responsibility, sustainability, corporate governance and the management of risks, and ultimately the quality of education delivered to our communities. We require this same commitment from our employees and contractors. The Trust's Health and Safety Policies can only be implemented with the full co-operation of everyone involved and all employees must take active care of their own and others safety.

We believe that achievement of high standards of health and safety reduces harm and losses due to accidents, incidents, and ill health, and therefore makes good business sense.

Health and Safety is integral to our asset management, the management of our human resources, and organisational development, and is included in all Trust policies when and where appropriate.

All Board members and employees of the Steel River Academy Trust are asked to join in the ownership of this document so that it achieves the aim of providing a healthy and safe place of work.

2. Aim, objectives and principles

2.1. Policy Aim

This Policy will support our goal of being an organisation where everyone can fulfil their potential free from work related injury or ill health; this includes employees, students, contractors and others who may be affected by our work activities.

2.2. Policy Objectives

- to conduct all our activities safely and in compliance with legislation and best practice;
- to provide safe working conditions and equipment;
- to promote a positive safety culture;
- to ensure our procurement promotes best practice in health and safety;
- to establish targets and action plans for continuous improvement of health and safety performance;

- to report our health and safety performance both internally and externally.

2.3. Policy Principles

Control - those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.

Co-operation - we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.

Communication - communication of health and safety information is essential and care must be taken to continually review and improve this. The Steel River Academy Trust promotes the sharing of best practice and transparency.

Competence - developing the health and safety competence of Board members, managers, employees, and contractors is at the heart of successful health and safety management.

These guiding principles are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

3. Organisational structure and responsibilities

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

3.1. Chair of the Steel River Academy Trust Board

To ensure the work of the organisation is conducted in accordance with the policy and procedures for health and safety and with due regard for any statutory provisions set out in legislation.

3.2. Headteachers' Executive Group

The Headteachers' Executive group takes overall responsibility for the Steel River Academy Trust's health and safety performance and in particular is required to ensure that:

- decision making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation;
- adequate resources are made available for health and safety;

- health and safety performance is continually reviewed;
- suitable action plans for improving health and safety are developed and implemented;
- the appraisal framework is used to measure the performance of local governing bodies and Headteachers against health and safety targets and objectives;
- a Trust health and safety audit programme is implemented and progress of remedial actions is monitored.

3.3. Local Governing Bodies

All local governing bodies shall ensure that all the decisions they make are in line with the Steel River Academy Trust policy and procedures for health and safety and any statutory provisions set out in legislation. This principle is to be borne in mind by all committees and during all contacts with employees and members of the public.

3.4. Headteachers

All Headteachers take overall responsibility for the management of health and safety within their School and sphere of influence. In particular, Headteachers are required to:

- ensure adequate resources are available to successfully manage health and safety within their School;
- ensure implementation of the Steel River Academy Trust health and safety policy and procedures;
- ensure the development and implementation of a school health and safety action plan for continuous improvement in health and safety;
- ensure development, implementation and review of a school specific health and safety policy, organisation and arrangements in line with the Steel River Academy Trust's model school policy;
- uphold the guiding principles for health and safety and require the same from all staff;
- ensure development, implementation and review of structures and systems within the school to promote management control, co-operation, communication and competence on health and safety matters;
- use the appraisal framework to measure the performance of senior managers against health and safety targets and objectives;
- ensure effective proactive and reactive monitoring of health and safety at all management levels;
- measure and review school performance against key performance indicators, targets and school health and safety action plans;

- ensure implementation of a school health and safety audit programme and monitor progress of remedial actions.

3.5. Deputy and Assistant Headteachers, Managers and Supervisors

The Steel River Academy Trust assigns the health and safety responsibilities to additional tiers of management in local health and safety policies. Generally, where a manager or supervisor has an operational responsibility for the organisation or control of any Steel River Academy Trust undertaking or activity, he/she also carry the responsibility for doing all within his/her authority to ensure an acceptable level of health and safety during the conduct of that undertaking or activity. In all cases, this policy requirement reflects the legal duties placed on such persons by the statutory law on health and safety.

3.6. Trade Union Safety Representatives

Trade Union Safety Representatives are fully consulted on matters affecting the health and safety of employees they represent, in compliance with the Safety Representatives and Safety Committees Regulations 1977. Formal consultation with Trades Unions on health and safety takes place through the health and safety committees.

3.7. Employees

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Steel River Academy Trust's disciplinary procedures. In particular, all employees are required to:

- take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work;
- co-operate with all managers, team leaders and supervisors on health and safety matters; familiarise themselves with, and act in accordance with, any health and safety procedures which have been issued to them or otherwise brought to their attention;
- act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them;
- make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received;
- report any loss of, or obvious defect in, such PPE to their team leader or manager;

- not take part in any horseplay or interfere with or misuse anything provided in the interest of health, safety or welfare;
- report any accident/incident, no matter how minor the injury, by informing their supervisor or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee whilst on Steel River Academy Trust premises or sites or affected by Steel River Academy Trust activities, which comes to their attention;
- report to their supervisor or manager any work situation which they consider to represent a serious and immediate danger to health and safety, or any matter which they consider to represent a shortcoming in current arrangements for health and safety;
- follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.

4. Arrangements for the Health and Safety Management

The arrangements for the health and safety management are systematically applied in all activities and services throughout the Steel River Academy Trust.

4.1. Health and Safety Policy

Academy Health and Safety Policy - all Schools are required to establish school specific health and safety policy statements and organisational arrangements to implement the Steel River Academy Trust policy incorporating school needs and responsibilities.

4.2. Organising

Responsibilities - the Senior Leadership Team is responsible for health and safety performance and the implementation of Trust and School health and safety policy, arrangements and procedures. Specific health and safety roles and responsibilities have been assigned to various posts and these are included in the Organisation section of the relevant policies.

Consultation - consultation is achieved by standard health and safety agenda items on all team meetings, through appropriate membership of committees and groups and meetings including recognised Trade Union representation.

Learning and Development - Health and safety competencies are core skills essential to the effective conduct of employee duties. Competencies are developed through induction at both Trust and School levels. Specific (e.g.

manual handling, first aid, fire safety etc.) and managerial training is arranged to suit individual and organisational needs.

Job Descriptions/Employee Contracts - suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles.

Appraisal - the Appraisal framework is used to set and measure performance against health and safety targets and objectives (where these are appropriate for the job description of the employee concerned). Appraisal is also used to identify health and safety learning and development needs of individuals and monitor competency development.

Communication - Health and safety information is communicated through line management with health and safety as an agenda item at all levels of team meetings. Trust health and safety documentation is developed and made available in electronic and hard copy format. The Intranet, newsletters, notice boards and signage are all methods for health and safety communication.

4.3. Planning and Implementing

Health and Safety Action Plans – Produced by the external health and safety compliance company. Headteachers are required to monitor and review to ensure continuous improvement in health and safety performance.

Risk Assessments - Managers with health and safety responsibilities conduct and record risk assessments for activities using the guidelines and ensure the findings are brought to the attention of employees. Risk assessments are reviewed periodically and, following any significant changes, to ensure they remain suitable and sufficient.

Policy and Procedures - Trust and School health and safety procedures are produced following policy review. Policy is the standards, systems and guidelines for the implementation of control measures for specific health and safety risks. Procedures are developed and implemented in accordance with the risk profile of the Steel River Academy Trust and individual Schools. Trust policy apply to all establishments, procedure differs between establishments based on local arrangements. All health and safety policy and procedures are regularly reviewed and updated when appropriate.

4.4. Measuring Performance

Proactive health and safety monitoring is a line management function. Health and safety performance is formally measured during manager and supervisor inspection in accordance with Trust health and safety policies.

Reactive measurement is by managers and supervisors implementing the health and safety policies for accident/incident reporting and investigation.

In addition, the Steel River Academy Trust measures performance by audit, inspection and through accident/incident reporting and investigation.

4.5. Reviewing Performance

Steel River Academy Trust retain the services of an external health and safety compliance company to provide health and safety advice and review each school's compliance. Performance is reviewed and reported at Local Governing Body meetings, the Headteachers' Executive Group and the Steel River Academy Trust Board on a formal and regular basis. Performance is measured against health and safety performance indicators and targets, and in terms of the achievement of health and safety action plans. Opportunities are sought for credible and suitable benchmarking.

4.6. Auditing

In addition to the health and safety audit and review process carried out by the external compliance company, the Health and Safety Lead within each academy ensures that suitable audit programmes are in place and audit action plans are fully implemented. The Steel River Academy Trust routinely review the audits across academies to ensure compliance.