

Djanogly Learning Trust

Health and Safety Policy

Department:	Operations
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DJANOGLY LEARNING TRUST

Health and Safety Policy

The Djanogly Learning Trust

The Djanogly Learning Trust (the Trust) is a multi-academy trust established in August 2011.

Under its governing articles of association the powers to run the Trust are held by the Board of Directors, which is supported by a Strategic Executive Team comprising the senior leaders from the Academies and the Trust.

Individual Academies within the Trust have delegated authority from the Board of Directors to their own Local Governing Bodies, which in turn are supported by their Headteacher or Principal.

The term "Individual Organisation's Head" has been used within the policy below to recognise that this may be an academy Headteacher/Principal or Trust Executive Director.

This policy relates to all Trust Academies.

General Statement of Intent

The Board of Directors (BoD) of the Djanogly Learning Trust (the Trust) accepts that all of their employees, students and visitors are entitled to a safe and healthy environment in which to work. With this in mind the Governing body, Management and Staff will take appropriate steps to meet its statutory requirements, use recognised codes of practice and guidance notes to establish a safe and healthy environment.

This policy is written within the context of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999.

It is the Policy of the Trust to take all necessary steps, through a risk management approach, to meet its responsibilities under "The Act", Regulations made under The Act:

- a. Providing and maintaining facilities, plant, equipment, systems and working conditions which are safe and without risk to the health of employees, visitors, contractors and the general public
- b. Ensuring that arrangements are in place for the safe transport, handling, storage and disposal of articles and substances which may be hazardous to health
- c. Providing information, instruction and supervision to all employees to enable them to carry out their work activities in a safe manner
- d. Ensuring that employees and/or their representatives are able to raise health and safety related issues and have these resolved effectively

- e. Taking full account of health and safety considerations in project planning and decision making.

Name:
Accounting Officer
Djanogly Learning Trust

Signature:
Date:

Name:
Chairman
Board of Directors
Djanogly Learning Trust

Signature:
Date:

1.0 General Organisation for Health and Safety

1.1 Health & Safety Management Model

The Trust and its subsidiary organisations will follow HSG 65 as its health and safety management model. HSG65 is published by the Health & Safety Executive and is widely held to be one of the standard models for managing health, safety and welfare risks (<http://www.hse.gov.uk/pubns/books/hsg65.htm>). It employs a cyclical process of Policy, Organising, Planning & Implementation, Measuring Performance, Reviewing Performance and back to Policy. It also requires auditing of each stage in the process to enable management to be informed of progress and success.

1.2 Premises

The Trust recognises that the scope of cover for this policy is for all premises and operational locations used at any time by the Trust.

1.3 Clear Roles, Responsibilities and Lines of Accountability

The Trust recognises the value of clarity of role and responsibility for all employees. These are laid out later in this policy for the avoidance of doubt, and to support implementation of effective health and safety practice across the whole Trust.

1.4 Safety Committees

The Trust recognises the legislative requirement for, and the wider benefits of a Health and Safety Committee structure, encouraging involvement of the employees and supporting oversight and improvement in health and safety practice across the Trust.

Health and Safety Committees will operate within each organisation of the Trust, and these will be supported by the senior management of that organisation. The role and terms of reference of the Trust Health and Safety Committees are included later in this policy.

1.5 Risk management

All hazards arising from the Trust's work activities identified as being a significant risk to persons will be subject to risk assessment complying with the relevant legislation; this may also include safe systems of work, a permit to work system and written procedures as necessary. All documentation will be freely available to staff and enforcement agencies. This documentation will be reviewed by competent personnel if situations or practices related to it change or at least annually.

1.6 Training and competency

All staff will be supplied with relevant training and guidance to enable them to carry out their health and safety responsibilities in a competent manner. Sufficient resources including funding and working time will be allocated to ensure that health and safety requirements can be achieved as part of their normal working practices.

1.7 Particular training requirements

Organisational leaders & line managers with support from senior leaders and if necessary specialist input from the health and safety Competent Person or resource, will identify and implement staff requirements for training in manual handling, working at height and specific machinery use where the employment positions are known to be high risk situations.

1.8 Incident/accident reporting and investigation

Incidents and accidents must be reported as soon as possible after the event to line managers on the appropriate documents available on the Trust intranet/via central reporting software, or otherwise as advised. Initial investigation will be carried out by line managers with senior management support. Health and safety Competent Person support will be called for if necessary through escalation by senior leaders through the agreed coordination point within each Academy/Department.

1.9 Employee consultation

The Trust will ensure that effective employee consultation takes place before any changes to equipment, environment or work practices are decided upon. This consultation will involve the safety committee as well as individual consultation where appropriate.

1.10 Specific Health and Safety Arrangements

It is the policy of the trust to have local flexible but specific health and safety arrangements in place across the trust, with specific arrangements in place within individual academies which are the responsibility of the local governing boards and management teams. It remains trust policy to ensure full compliance with legislative requirements.

These general local health and safety arrangements include for example information on the approach to be taken to the following areas:

- Fire
- Asbestos
- First Aid
- Reporting Accidents
- Plant and Equipment
- Visitor Security
- Contractors

(please note this list is not exhaustive).

Detailed arrangement documents, when completed, ensure individual responsibilities and accountabilities are clarified, as well as ensuring that required health and safety arrangements are in place.

2.0 Roles Responsibility and Lines of Accountability

2.1 Board of Director's Responsibilities

The responsibilities of the Board of Directors (BoD) include having effective oversight of the central support services organisation and the Local governing bodies so that foreseeable health, safety and welfare risks arising from workplace activities are removed or reduced as far as is reasonably possible.

They will create, and regularly review the Health & Safety Policy which promotes the correct attitudes towards safety amongst staff and students, ensure that suitable monitoring and review of safety management systems is carried out, and ensure that sufficient resources are allocated to operate the health and safety management systems required to maintain compliance.

They will appoint and support a specific member of the BoD with responsibility for H&S within the Trust, and ensure appointment of a Competent Person Resource (Currently Nottinghamshire County Council) to provide advice and guidance for the whole Trust in relation to health and safety matters.

2.2 Local Governing Body's Responsibilities

These groups are responsible for the creation of Health and Safety Procedures applicable within their own organisation but in compliance with the Trust's Policy.

They will create, and regularly review their Safety Procedures which promote the correct attitudes towards safety among staff and students, ensure that suitable monitoring and review of safety management systems is carried out, and ensure that sufficient resources are allocated to operate the health and safety management systems required to maintain compliance.

They will appoint and support one of their members to be active in ensuring that health and safety is maintained as a high priority within their organisation and they will report to the local and central governing boards on the level of compliance within the organisation.

2.3 Responsibilities of all Governing Bodies

In discharging their responsibilities, The Trust Boards will, for their areas of responsibility:

- ensure that the health and safety policy is communicated and implemented;
- establish clear lines of accountability and responsibility for health and safety;
- periodically assess the effectiveness of the policy and ensure that where nonconformities are found these are rectified; and
- identify, evaluate and control risks relating to possible accidents and incidents connected with their activities, including work experience;
- ensure arrangements clear and in place
- ensure effective reporting of health and safety through the trust government structure
- have a process/safe system for managing and controlling risks as stated above.

2.4 Accounting Officer Responsibilities

As the role with overall management authority the Accounting Officer holds primary responsibility and accountability under the BoD and under Section 2 of the H&S at Work Act 1974 for the health and safety of the employees, students and others in relation to the activities and premises of the Trust. He/she cannot delegate or devolve this accountability but in order to discharge these responsibilities effectively he/she may delegate duties and authority to Senior Leaders.

He/she ensures, through review and audit, that the health and safety management systems within the Trust and its constituent organisations

are fit for purpose and control the health and safety risks arising from the work activities carried out.

He/she actively promotes and supports the Health and Safety Policy requirements by his/her actions and attitudes as well as allocating sufficient resources to ensure that the health and safety management systems can be operated effectively to produce compliance.

He/she provides information to the BoD as requested to confirm the level of compliance with legislative requirements within the Trust's organisations.

2.5 Senior Leaders' Responsibilities (Local Head Teacher/Principal/Executive Director)

These persons are responsible and accountable for the implementation of the applicable safety procedures within their own areas of responsibility. They cannot delegate or devolve this accountability but in order to discharge their responsibilities effectively they may delegate duties and authority to their managers as appropriate.

They ensure that suitable and sufficient resources are made available to operate the health and safety systems required and carry out reviews to provide oversight of health and safety compliance in their area.

They allocate the health and safety responsibilities within their area, supply the training and guidance needed to ensure the competency of their staff and provide active leadership in the implementation of health and safety within the working environment.

2.6 Organisational Leaders'/Line Managers' responsibilities

Middle Leaders, Deputy Head Teachers and Vice Principals, Heads of Faculty, Heads of Departments, Estates Managers, line managers and other similar positions

Middle Leaders/Line Managers are responsible for implementing the applicable Trust Policy and Local Safety Procedures and arrangements, assisting in developing, implementing and reviewing the safety systems and processes in their areas and ensuring that safe working practices are adhered to.

They carry out regular reviews of their areas to ensure that the health and safety arrangements are implemented appropriately and consistently, to identify where additional resources are needed and where staff training and guidance is required.

They have responsibility for ensuring that employees are consulted and involved in issues which affect their health and safety.

They will ensure that the health and safety systems and processes in place are followed by their staff and that non-compliances are reported and resolved. This may involve the provision of training, guidance and support to provide competency.

2.7 Employees' Responsibilities

Employees are responsible for ensuring their activities do not put themselves or others at risk of harm and must ensure that they understand and comply with the organisation's health and safety policy and safety arrangements.

They must not misuse or recklessly interfere with equipment provided by the employer and must report accidents, incidents, near misses and hazardous situations to the appropriate person.

2.8 Health & Safety Competent Person Resource Responsibilities

The Health & Safety Competent Person/expert role or supporting resource assists the Directors, Governors, Accounting Officer and Staff of the Trust with advice, guidance and oversight on the strategic approach and practical requirements needed to achieve the implementation of health and safety management leading to compliance within the Trust's organisations.

In particular they provide guidance on the development, and continuous improvement of, health and safety policy and management systems across the Trust, initiating and undertaking agreed reviews and audits to confirm the status of health and safety management systems and practice across the organisations forming the Trust. They will also support development of action plans for implementation by Trust management to enhance the level of health and safety practice and compliance across the Trust.

Where needed, they advise on the supply of specialist support and training, either from internal or external sources to ensure that compliance and staff competencies are achieved and maintained.

They will have responsibility for reporting on specific situations and circumstances in line with agreed delegations/reporting requests from the BoD.

N.B. For clarity this position/resource does not have line management responsibility within the Trust's structure but operates as an advisory and oversight function.

3.0 Djanogly Learning Trust Safety Committees

3.1 Djanogly Learning Trust Health and Safety Committee

This provides an oversight/strategic review function for information received and concerns raised by the local health and safety committees within the Trust's organisations, the Competent Person or resource and elected or appointed representatives. This Health and Safety Committee will report to the BoD, the following normally being in attendance (However the committee may meet through a reporting process as needed):

- a. The board Director responsible for health and safety
- b. The Accounting Officer
- c. The Head of Estates & Services
- d. The Health and Safety Co-ordinator/Advisor/Competent Person if needed
- e. Other staff as appropriate

3.2 Local Health and Safety Committees

These will exist in all organisations within the Trust including Central Services. The primary function of the local safety committees will be to encourage consultation, communication and involvement of staff; review the measures taken to ensure the health, safety and welfare at work of the employees in the area of responsibility; and to raise issues with the organisation management.

The normal route for reporting formally will be through the Resource Committee where applicable of the Local Governing Bodies, or directly to the Local Governing Body, who will receive minutes of meetings. For Central Services this will be through to the main Djanogly Learning Trust Health and Safety Committee.

The following may normally be members of the local safety committee, however this will be determined locally:

- a. The Governor from the local governing body with responsibility for health and safety.
- b. The Head Teacher or Principal, or their Deputy
- c. Appointed and/or elected health and safety representatives
- d. A representative of the relevant estates and HR functions
- e. The Director responsible for health and safety (if applicable)
- f. Other staff as agreed.

4.0 Policy Review

This policy will be subject to review on an annual basis or as a result of any of the following:

- a. Changes in key personnel or the Trust's management structure
- b. Major changes or additions to premises
- c. Major changes to work arrangements or the implementation of new work processes
- d. If audit or risk assessment indicate a need for review
- e. As a result of enforcement action or as a result of the findings of an accident investigation
- f. Changes to legislation
- g. When consultations with employees or their representatives highlight deficiencies
- h. On request by an interested third party i.e. insurance company or enforcement agency
- i. As a result of a significant change to the workforce.