

# Health and Safety Policy



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<b>CONTENTS</b>	<b>PAGE</b>
Statement of Intent	3-4
1. Responsibilities	5
1.1 Trust Structure	5-7
1.2 The Beam Trust Board	7
1.3 The CEO	8
1.4 The Headteacher	9-10
1.5 Local Governing Body	10
1.6 External Health and Safety Consultant	10-11
1.7 Academy Health and Safety Lead	12-13
1.8 Premises Manager (Officer Manager and/or Maintenance Officer)	13-14
1.9 SLT/Subject Co-ordinators	14-15
1.10 First Aiders / Mental Health First Aid	15
1.11 Role of All Employees	15-17
1.12 Temporary Staff	17
1.13 Pupils	17
1.14 Volunteer and Parent Helpers	17
1.15 Contractors	18
1.16 Visitors and Other Users of The Premises	18-19
1.17 Lettings	20
1.18 Academy Health and Safety Representatives	20
<b>2. Consultation, Monitoring and Review</b>	<b>20</b>

2.1 Consultation with Employees	20-21
2.2 Monitoring	21-23
2.3 Auditing	24-25
2.4 Review	26
2.5 Policies and Procedures	27

## **STATEMENT OF INTENT**

This document sets out the health and safety Statement of Intent for the Beam Trust. The purpose of which is to encourage the ownership, commitment and compliance at all levels of the trust and to provide a framework to establish and review health and safety policies, objectives and guidance across the four schools. The Trust is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

The Trust Board fully recognises the importance of health and safety and is committed to both its legal and moral health and safety obligations. The Board will support this by demonstrating top level commitment to the Health and Safety Policy, individual responsibilities and staff training whilst ensuring that health and safety is represented at Board meetings as an agenda item. The Board sees the development of a positive safety culture across the schools as an essential part of the Trust's continued success.

Trustees will ensure that Health and Safety Management Systems are put in place across the Trust to certify that the commitments below can be met. All Trustees, Senior Leadership Teams, staff and pupils will play their part in its implementation.

The Trust will, as an essential part of its business process aim to:

- a) Maintain compliance with any statutory national laws, regulations or best practice placed upon it by external regulatory bodies. To manage, develop and improve its Health and Safety related policies, strategies and processes to meet these responsibilities.
- b) Providing a safe and healthy working and learning environment for everyone who may be affected by its activities.
- c) Conduct a regular programme of inspections and assessments to assess risk, identify and eliminate unsafe conditions/practices and to control and reduce hazards as far as reasonably practicable in compliance with the Management of Health and Safety at Work Regulations 1999.

- d) Make provision for adequate First Aid arrangements, welfare facilities and wellbeing at work. Promptly investigate every accident, incident, occupational health issue and near miss to determine their cause and prevent re-occurrence.
- e) To report, where required, any accident or incident that should be subject to the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- f) Provide and maintain safe routes of access/egress as required under The Regulatory Reform (Fire Safety) Order 2005.
- g) Ensure that this policy statement is communicated and maintained across all levels of the organisation.
- h) Ensure that all employees agree, as part of their contract of employment to comply with the individual duties placed upon them by law. Failure to comply with health and safety duties, regulations, local procedures etc. will be regarded as a serious breach and may lead to disciplinary action being taken.
- i) Review and/or revise the Health and Safety policy and statement annually or at times of significant change.

It is also the duty of every employee to:

- a) Exercise reasonable care for the health, safety and welfare of themselves and others who may be affected by their actions or omissions. To report any unsafe act, condition or occurrence at the earliest opportunity.
- b) Co-operate with the Headteacher of each school, as far as may be necessary, to enable the Trust to carry out its legal duties in respect of health, safety and welfare matters.
- c) Not to intentionally or recklessly interfere with any rules or equipment provided by the academy in the interests of health, safety or welfare.

Chief Executive Officer:	Date:
Chair of the Beam Trust Board:	Date:

# 1. RESPONSIBILITIES

## 1.1 Trust Structure

Overall and final responsibility for health and safety is that of:

### The Trust Board

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

### The Central Executive Team and Head teacher

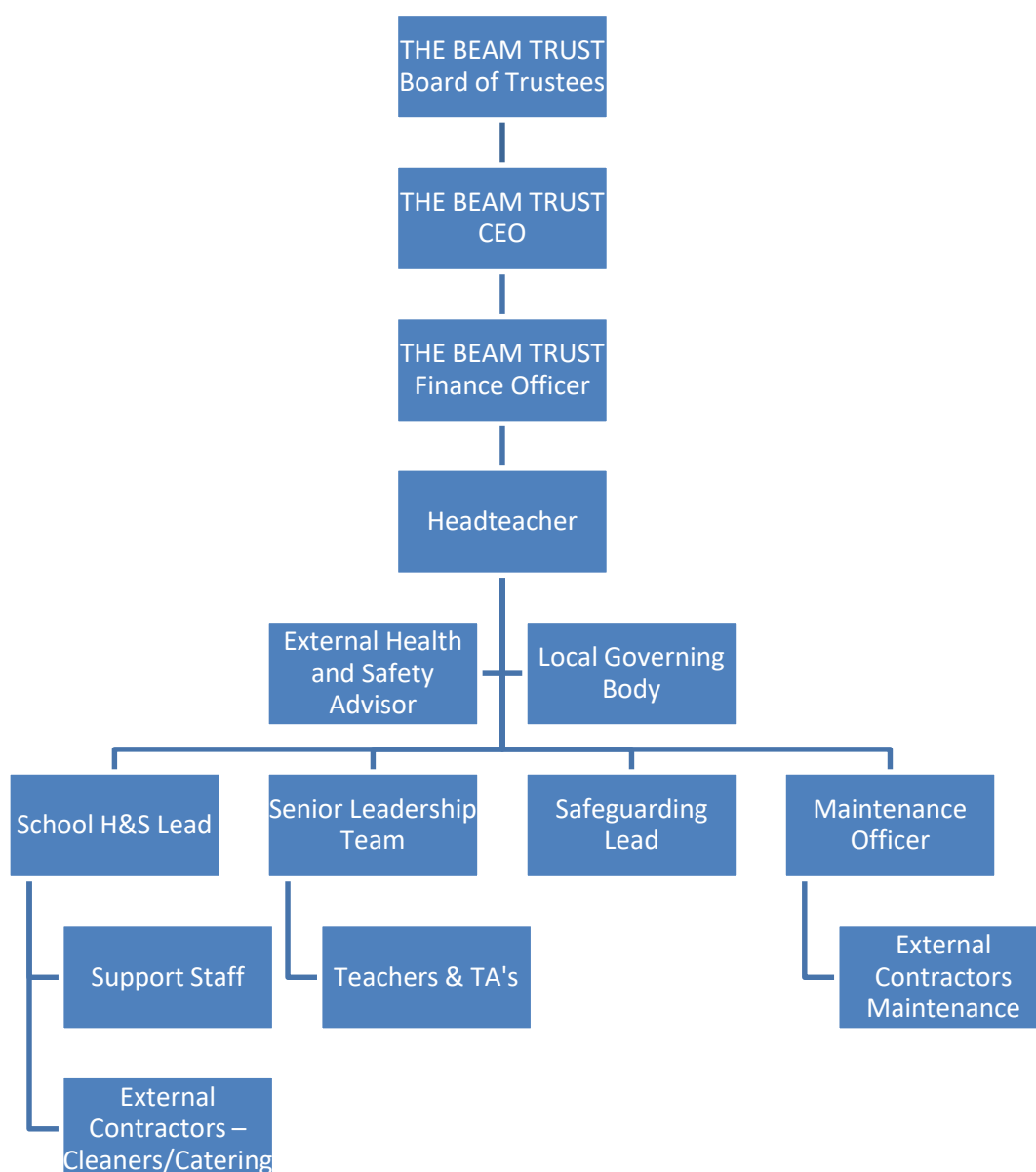
To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

<b>Name</b>	<b>Responsibility</b>
<b>The Trust Board</b>	Strategic Planning – Overall Responsibility
<b>THE BEAM TRUST CEO</b>	Strategic & Operational Implementation and monitoring
<b>THE BEAM TRUST Finance</b>	Strategic Monitoring
<b>Headteacher</b>	Strategic implementation and monitoring
<b>H&amp;S Lead</b>	Operational Implementation
<b>Health and Safety Manager/External H&amp;S Advisor</b>	Strategic & Operational Monitoring

## Responsibilities

The simple organisational chart below shows the Trusts' arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this policy.

Each school will adopt the Beam Trust policy and insert a local chart showing key personnel with responsibility for health and safety in their school.



The overall responsibility for health and safety in The Beam Trust is that of the Trust Board. The day-to-day responsibility for ensuring that this policy is implemented and delegated to the Headteacher of each school.

Each school has adopted this H&S Policy and added its own safety arrangements which ensures that the principles in this document are implemented within each school.

To comply with the Governing Body Statement of Intent, health and safety responsibilities are assigned as follows:-

## **1.2 The Beam Trust Board**

The Trust Board maintain strategic oversight across the Trust and set the Trust's vision and policies. They are accountable for the performance of all schools within the Trust and have a responsibility to ensure that across the Trust:

- A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Trust.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Sufficient resources and strategic direction are allocated by it and its schools to ensure, as far as is reasonably practicable a safe and productive working and learning environment
- Competent health and safety advice is available in order to assist line management and comply with regulatory controls
- Health and safety performance of the Trust is monitored
- The Health and Safety Policy and performance is reviewed annually.
- The Health and Safety Policy will be reviewed at least every two years and health and safety performance will be reviewed annually.
- Termly meetings to review H&S Compliance are carried out.



## 1.3 The CEO

The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The CEO has specific responsibility to support the provision of the most cost-effective solutions for meeting appropriate health and safety provisions.

The CEO shall ensure that the Board of Trustees:

- Oversees the provision of health and safety leadership focused on the management of significant risk
- Monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues.
- Provide strong leadership with a visible and active commitment to ensure health and safety organising and planning
- Establish downward communication systems and management structures
- Appoint responsible persons to organise, plan, implement, measure, review and audit the Trust's Health, Safety and Welfare Policy and procedures.
- Allocate adequate resources for the effective implementation of the policy including the appointment of and access to the Trust Health and Safety Advisor.
- Maintain health and safety review as a standing item on management meetings to monitor compliance and address issues arising.
- Monitor the action plans to remedy any areas for improvement / non-compliance at termly intervals in conjunction with each Headteacher.
- Ensuring statutory insurance and appropriate additional insurance cover is in place to meet the Trust's needs.
- Keeping the Health and Safety Advisor aware of absence and accidents that may be reportable to the HSE under RIDDOR.

## 1.4 The Headteacher

Each Headteacher, with support from their Health and Safety Lead, is responsible for the day-to-day operation and management of the health and safety systems as delegated by the Beam Trust Board within all areas of the school's undertakings. The Headteacher shall be responsible for:

- Showing commitment to the Beam Trust Board's health and safety intentions as articulated in the Statement of Intent.
- Providing health and safety leadership, by promoting and implementing the Health and Safety Policy. To staff at their school via team meetings, consultation meetings and in-house training sessions.
- Providing appropriate information on significant risks to staff, students, visitors and contractors.
- Co-ordinating appropriate consultation arrangements for staff, students and their Trade Union representatives.
- Allocating resources for suitable instruction, training and information to staff within their school
- Delegating staff to maintain the curriculum-based risk assessments in accordance with relevant regulatory health and safety and/or DfE legislation.
- Organising termly drills to test the emergency procedures, including evacuation in case of fire or bomb threats and invacuation in case of lockdown.
- Allocating resources (with the designated lead person) for the adequate provision to always administer First Aid as required under the First Aid at Work Act Regulations 2013 and in conjunction with the First Aid risk assessment, including during external visits.
- Notifying the Trust CEO of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the agreed procedures.
- Implementing recommendations based on reports from the Health and Safety Advisor for risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

- Monitoring that the Beam Trust systems and policies are being adhered to by staff, pupils and visitors through meetings with the Health and Safety Lead.
- Being available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- Encouraging staff participation in improving the health and safety culture, providing opportunities to communicate via staff briefing sessions, meetings, TED days etc.

## **1.5 Local Governing Body**

Each Local Governing Body has responsibility to monitor the health and safety performance for their school at a local level and to support the Headteacher by ensuring:

- Information on statutory requirements and best practice with regards to Health and Safety Policy and supporting documents are taken into account through liaison with the Headteacher.
- Clear written safety procedures are developed, promoting the correct attitude/behaviours to support a positive safety culture within the school.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Health and safety performance of the school is monitored annually.

## **2.6 External Health and Safety Consultant**

The Trust uses the services of an external consultant, Adele Partridge, CMIOSH and OSCHR Registered Consultant to provide Health and Safety Competent Person advice. The role of the Health and Safety Consultant is to promote a positive health and safety culture in the Trust. The primary responsibility is for ensuring that risks in the Trust are controlled and that each school is successfully meeting safety standards. The

Health and Safety Consultant will advise and support each school on matters of safety, health and hygiene at local level. Trustees have appointed the external Health and Safety Consultant who will be involved with:

- Reviewing written procedures (audit)
- Coordinating activities of the maintenance team at each Trust site to ensure that operational matters such as routine safety walks, planned maintenance are carried out and acted on accordingly.
- Assisting each school to organise their Health and Safety Risk Register and maintain suitable risk assessments for activities being carried out.
- Providing the Trust and its schools with up-to-date health and safety information and changes to legislation as released by the HSE or government.
- Undertaking annual inspections of each school to ensure that policies and procedures are being suitably implemented.
- Providing reports to Trustees on annual basis systematically to show effectiveness and suitability of the Safety Management Systems across the schools.

The Adviser will if requested:

- Provide in-service training
- Carry out risk assessments
- Review and advise on safe systems of work
- Help draft and advise on policy
- Review policy
- Arbitrate on health and safety matters
- Conduct accident investigation as required

## **1.7 School Health and Safety Lead**

The Health and Safety Lead in each school is responsible for supporting the Headteacher in the implementation of the Policy and shall be responsible for:

- Acting on behalf of the Headteacher on all health, safety and welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc.
- Providing all staff with adequate information, instruction and training on health and safety issues, based on their job needs.
- Making suitable arrangements for the identification of hazards and the completion of risk assessments.
- Organising termly drills to test the emergency procedures for fire evacuation and Lockdown practice.
- Assisting with investigation of accidents and implementing remedial actions in conjunction with Site Team in accordance with the Trust's agreed procedures.
- Conducting initial investigations into safety matters raised by staff or students and to take any necessary action
- Liaising with the Trust's externally appointed Health and Safety Adviser and the Trust Central Team as required
- Being available to staff seeking to resolve health and safety problems that cannot be resolved by their line manager
- Distributing health and safety bulletins, instructions, etc., issued from time to time and maintaining a file of all such material which is readily accessible to all employees
- Keeping an up-to-date list of all personnel with specific safety responsibilities within the school, both teaching and support staff and of their training
- Sharing safety information with contractors, staff and visitors, including those who will be undertaking work on the premises.
- Coordinating the health, safety and welfare arrangements for relevant staff and pupils with special medical needs in tandem with the SENCO lead.
- Keeping the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc) up to date on the staff noticeboard.

- Reporting to the Headteacher on the health and safety performance of the school on a termly basis.

## **1.8 Premises Manager (Officer Manager and/or Maintenance Officer**

The role of the Maintenance Officer is to be responsible for health and safety matters as reasonably requested by the Headteacher and/or Health and Safety Lead and as indicated in this Policy. This will be achieved by:

- Maintaining the asbestos management plan; checking the condition of asbestos containing materials in accordance with the asbestos management plan annually.
- Sharing the contents of the asbestos management plan with contractors and school staff.
- Carrying out documented water checks in compliance with the legionella management plan and organising annual checks to be carried out.
- Monitoring the safe maintenance of premises, plant, machinery and equipment
- Maintaining the service and inspection of fire safety equipment and security equipment.
- Carrying out testing of the fire alarm system on a weekly basis and emergency lights on a monthly basis.
- Maintaining risk assessment for premises, plant, machinery and equipment.
- Providing staff under his/her direct control (i.e. site assistants and cleaning staff) with adequate training and instruction in the use of any equipment or materials that they are expected to use
- Informing contractors of any hazards that could affect their health and safety while working in the school, keeping appropriate recorded evidence.
- Monitoring contractors in terms of health and safety issues (including in respect of H&S competence and safe working practices) and reporting non-compliance to the Health and Safety Compliance Supervisor.
- Carrying out caretaking/cleaning operations in a safe manner to avoid creating a hazard to other users of the premises
- Keeping the CoSHH register and associated CoSHH assessments up to date

- Taking steps to remove or reduce hazards, so far as is reasonably practicable, when notified by school staff.
- Undertaking termly safety inspections, identifying any hazards and risks associated with the premises/departments/grounds ensuring these are monitored and controlled
- Using appropriate protective clothing and safety equipment where appropriate, in accordance with the controls measures identified in risk assessments.
- Within the remit of their responsibilities, that
  - (i) employees new to the school are helped to perform their duties in a safe manner,
  - (ii) pupils are able to work and move about safely in the school and
  - (iii) all other persons, visitors, parents and contractors, are able to do so.
- Using the appropriate Beam Trust purchased compliance software to record and monitor all compliance information
- Keeping up to date with all relevant health and safety guidance and training

## **1.9 SLT/Subject Co-ordinators**

The roles of SLT/Subject Co-ordinators for all matters of health and safety are as follows:

- To bring to the notice of the Headteacher (or the Lead for Health and Safety/equivalent) any significant problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area. Routine day to day H&S issues should be reported through the school's agreed channels
- Provide staff with adequate training on health and safety aspects of their specialist area, including risk assessments (especially where use of potentially hazardous equipment or substances is undertaken)
- Monitoring risks specific to their area of work are adequately assessed and procedures in place to reduce risk of injury (e.g. Risk assessment for the use of tools or equipment. COSHH assessments for the use of hazardous substances).

- Follow agreed reporting procedures for any accidents / incidents occurring within their department

## **1.10 First Aiders / Mental Health first aid**

The role of first aiders is to provide immediate medical assistance to someone who is injured, sick or experiencing a medical emergency. Our first aider responsibilities include:

- Attending relevant first aid training / 3 yearly refresher training and implementing systems for providing first aid based on the first aid regulations and local first aid needs.
- Responding promptly to calls for assistance within their area and knowing how to summon further assistance if necessary
- Being familiar with the first aid needs of pupils and staff with IHCP's and having access to specialist first aid equipment (i.e. epi-pens, emergency inhalers)
- Maintaining the First Aid box(es) in line with the guidance and maintaining any other First Aid supplies as may be kept separately
- Working with the appropriate designated manager to ensure medical records are up to date including a record of any treatment and the appropriate reporting is undertaken following accidents.
- Working with the Headteacher to report serious accidents requiring RIDDOR in a timely manner.

The Mental Health First Aider is to provide mental health first aid as needed, within their level of competence and training. These first aiders must be able to escalate and document any matters if required in a prompt and appropriate manner.

## **2.11 Role of all employees**

Trust employees are required to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions. Their responsibilities include:



- Not to recklessly or intentionally interfere with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- To report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness.
- Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Only using electrical devices that display a current PAT label or is less than 12 months old.
- Familiarising themselves with procedure to follow in case of a fire or other emergency and participating in all drills carried out.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises.
- Familiarising themselves with and complying with the school safety policy.
- Co-operating with their employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.
- Informing managers/responsible people as soon as possible of any significant health (physical/mental) concerns that may have a significant impact on their day to day work and potential to pose a H&S risk to themselves and/or others

Special Obligations of Any Class Teacher or member of staff supervising pupils In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- Raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;

- Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- Detail safe methods and controls to be followed in their schemes of work;
- Set a good example by following safe working procedures personally;
- Wear protective clothing where necessary and safety equipment such as guards where necessary;
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- Build in safety education in curriculum planning.

### **1.12 Temporary Staff**

Temporary staff are provided with information and guidance which includes the Health and Safety Policy document, Fire and Emergency Procedures etc. and should be suitably inducted to their role. They should comply with the expectations outlined for all employees.

### **1.13 Pupils**

Pupils should receive adequate training / instructions, in accordance with their age and aptitude, so that they are able to exercise personal responsibility for the health and safety of themselves and others. They should observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety

### **1.14 Volunteer and Parent Helpers**

Volunteer and parent helpers should be provided with information and guidance which includes health and safety, fire and emergency procedures etc.

Volunteer and parent helpers are directly accountable to the member of staff in charge whilst on the school site.

## **1.15 Contractors**

- All contractors under local control should be appropriately selected and competent in terms of health and safety Contractors are responsible for:
- Adhering to the school's policies and procedures and not endangering pupils, staff or other visitors to the site.
- Following school site safety rules at all times
- Ensuring that any equipment used on school premises is in safe working condition and has up to date PAT testing.
- Providing documented risk assessments and safe systems of work including method statements or work instructions to the Estates team on request.
- Liaising with the Premises Manager before work is commenced.
- Arranging site specific or school-required inductions prior to works commencing
- Reporting defects or health and safety issues to the Estates and Facilities Manager immediately.
- Reporting accidents on school premises to the Estates and Facilities Manager.
- Contractors are responsible for the health and safety of their own staff and other people whilst they are working within a specified area (the school will take reasonable precautions to prevent their pupils or unauthorised staff from gaining access to these areas)

## **1.16 Visitors and Other Users of The Premises**

Where facilities are shared, the school health and safety lead is responsible for checking that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning. The following expectations are agreed before external parties are permitted to work on the premises:

- The Health & Safety at Work Act etc 1974 and other regulatory legislation applies to all visitors to school premises / workplaces.

- All visitors to our establishment must comply with the Trust's Health and Safety Policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit (e.g. visitors' book).
- Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Reception Staff at point of sign in.
- Non-DBS checked visitors will be accompanied at all times by a responsible employee.
- All visitors will receive information on the school's fire alarm procedures and assembly points
- Should an incident/accident occur involving a visitor this must be reported using the agreed Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

Persons 'hosting' visitors must ensure:

- a) Visitors are made aware of any relevant H&S risks and issues pertinent to their visit
- b) Visitors are alerted to the establishment's fire procedures,
- c) Visitors adhere to the Trust's 'No Smoking' Policy,
- d) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
- e) Visitors record their presence on the premises in the appropriate log book,
- f) Visitors are accompanied or authorised to enter the premises,
- g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
- h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
- i) Visitors wear protective clothing that is supplied, when necessary.

## **1.17 Lettings**

The Headteacher will ensure that the Hirer of the premises for any event, in accordance with the Trust's Lettings Policy, is aware of his/her obligations under health and safety legislation and the Trust's health and safety policies where appropriate.

## **1.18 Academy Health and Safety Representatives**

- The Trust recognises the role of Health and Safety Representatives appointed by a recognised Trade Union, Health and Safety Representatives will be allowed to support the investigation of accidents and potential hazards, support employees in pursuing complaints and support school inspections within directed time, but wherever practicable and as far as possible, outside teaching time. They will be consulted on health and safety matters affecting all staff.
- They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Trust or Headteacher.

## **2. CONSULTATION, MONITORING AND REVIEW**

### **2.1 Consultation with employees**

#### **The Trust**

The Trust recognises that a positive approach to Health and Safety consultation can add value to the organisation.

The Trust does offer an open door policy in relation to Health and Safety management and actively encourages employee and student contributions through meetings, talks, use of notice boards and one-to-one consultation.

To allow the Trust to carry out this duty, consultation with staff will be the responsibility of

The CEO

## **The School**

The Health and Safety Committee is a primary way of consulting with employees and schools hold this Committee in high regard. The Trust Board recognises that effective resolution of Health and Safety issues can be reached at Health and Safety Committee meetings. The Health and Safety Committee meet on a termly basis and minutes are taken.

Health and Safety Committee meeting minutes are made available to all employees on the shared drive (under the Health and Safety folder).

To allow schools to carry out this duty consultation with staff will be the responsibility of:

Headteachers

## **2.2 Monitoring**

### **The Trust**

This section outlines the measuring and reviewing process the Trust will monitor Health and Safety performance across the group, ensuring that improvement can be judged and resources allocated to where they can provide the optimum impact.

## **Measuring Performance**

Measuring performance has become a standard mechanism across all the Trust's disciplines as part of the means by which we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring at Trust level lies with the CEO in conjunction with the school teams. The CEO will lead the Health and Safety meetings in the monitoring of performance with regards to accident and near miss reporting and active/reactive reporting of the health and safety systems across the group.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

The Trust will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to external organisations such as the HSE and funding bodies. The Trustees will provide an occupational health advisory service to assess and assist staff with health and work-related problems and undertake statutory health surveillance. The monitoring of work-related sickness and ill health will be undertaken by the Health and Safety Consultant in conjunction with the H&S Leads in order to identify and control contributory factors so far as is reasonably practicable.

### **Schools**

Measuring performance has become a standard mechanism across all the school's disciplines as part of how we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation

to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

At school level the responsibility for day-to-day monitoring and measuring lies with the SLT members, faculty heads and the estate management team.

Documented premises inspections will be carried out at minimum on a termly basis.

The SLT Member with H&S responsibility will report routinely to the Health and Safety Committee regarding performance, by way of records on accident and near miss reports identifying any trends as appropriate.

It is important that both active and reactive monitoring techniques are used as a matter of routine to help us gauge how effectively risks are being controlled and how well a positive Health, Safety and Welfare culture is being developed.

Active monitoring consists of:

Inspections, monitoring the health and safety performance of employees

Identification on noncompliance via audits and inspections

Evaluation of the effectiveness of accident, incident reports and subsequent investigations

Monitoring of the operation and inclusion of policy and procedure

Evaluation of safe working practices, the quality of risk assessments and suitability of control measures

Reactive monitoring consists of:

Accident, incident and near miss analysis

Analysis of ill-health situations with appropriate recommendations

Responses to insurance claims and subsequent lessons learned

Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.



## **2.3 Auditing**

### **The Trust**

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The Trustees receive and consider an annual report on health and safety performance for all academies compiled by the Health and Safety Advisor. The content of the report will include but not be limited to the following items:

- Statement regarding policy implications and any suggested changes to the Health and Safety Policy.
- Statement regarding current Health and Safety resources together with identified Health and Safety expenditure for the coming year.
- Summary report covering accidents, incidents and matters reported to the relevant authorities.
- Statement regarding Health and Safety inspections, audit reports and other monitoring activities.
- Summary of contact with enforcement agencies e.g. HSE, EHO, Fire Service including any enforcement notices received.
- Major corporate Health and Safety initiatives for the coming year and a summary of unresolved Health and Safety matters from the previous report.

The Annual report will be submitted to the Trustees in spring of each year. Trustees will be provided with regular updates on a termly basis.

#### **Schools**

Schools adopt adherence to a regular annual programme of health and safety audits to help identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated

with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The day-to-day reviewing of performance is a routine responsibility of line management. The Health and Safety Committee members may be requested to carry out health and safety performance reviews.

The Health and Safety Advisor will carry out annual reviews of Health and Safety documentation and procedures to ensure that we are performing to the appropriate standard.

Performance indicators will include:

- Completion of recommended actions resulting from H&S Audits, Fire Risk Assessments, Legionella Risk assessments and Asbestos surveys.
- Completion and review of risk assessments
- Actions implemented from risk assessments
- Numbers of employees trained in core Health and Safety subjects
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries
- Compliance with statutory maintenance tasks and completion of mandatory inspections

Trustees regularly receive reports on health and safety so that the Trust Board is made aware of the strengths and weaknesses of health and safety performance and also examines a report on the school accident and incident statistical trends over time.

## **2.4 Review**

### **The Trust**

There will be an annual report provided to the Trust Board which includes a summary of each school's Health and Safety Management Systems performance and the action plan for each school.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed by the BEAM Trust as improvements are made and achievements reached to maintain a consistent approach for effective planning.

### **The school**

Each school systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of the Headteacher. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

## **2.5 Policies and Procedures**

### **The Trust**

In recognition of the wide range of health, safety and welfare legislation and the specific requirements arising from this, the Trust will, from time to time, introduce policies as appropriate to enable the development and implementation of effective compliance measures.

All new Health and Safety Policies will be subject to consultation both with Trust Management and with employee representatives.

### **The school**

Each school will introduce safe working procedures consistent with this overarching Trust Policy and may be produced by any recognised function within the school, subject to guidance provided as required by the SLT Member with H&S Lead and Health and Safety Advisor.

All new Health and Safety Procedures will be subject to consultation both with Academy Management and with employee representatives via the Health and Safety Committee.