

Health and Safety Policy



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SECTION ONE: POLICY

1.1 The BEAM Trust - 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 Trust schools. THE BEAM 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 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 BEAM Trust's continued success.

The BEAM Trust Trustees will ensure that Health and Safety Management Systems are put in place across all schools to ensure that the commitments below can be met to comply with the Health and Safety at Work etc. Act 1974. All Trustees, Local Governing Bodies, 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 adequate for 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 and Workplace (Health, Safety and Welfare) Regulations 1992.
- 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 each Headteacher, as far as may be necessary, to enable The BEAM 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 School in the interests of Health, Safety or Welfare.

Signed:.....
(Chief Executive Officer)

Signed:.....
(Chair of Trust Board)

1.2 School – Statement of Intent

This section details the school's arrangements for the effective management of health and safety. A copy of THE BEAM TRUST's current general statement of Intent can be found in Part 1.1.

School 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.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health. We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process and our Staff Health and Safety Handbook. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors and other interested parties including The Trust Board.

The Governing Body's monitoring of health and safety standards will include the scrutiny of accident statistics and reports, including reports on 'near misses', so as to ensure year on year improvement especially where *avoidable* accidents are concerned.

School recognises its duties under the Health & Safety at Work etc. Act 1974 and the subordinate regulations made under that Act. The School will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its employees.

The Headteacher and Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in the system's operation.

Signed:

Head Teacher

Signed:.....

Chair of Governing Body

Date : September 2021

Review Date: September 2022

SECTION 2: ORGANISATION

2.1 Trust Structure

Overall and final responsibility for Health and Safety is that of the H&S Governor.

The Trust Board

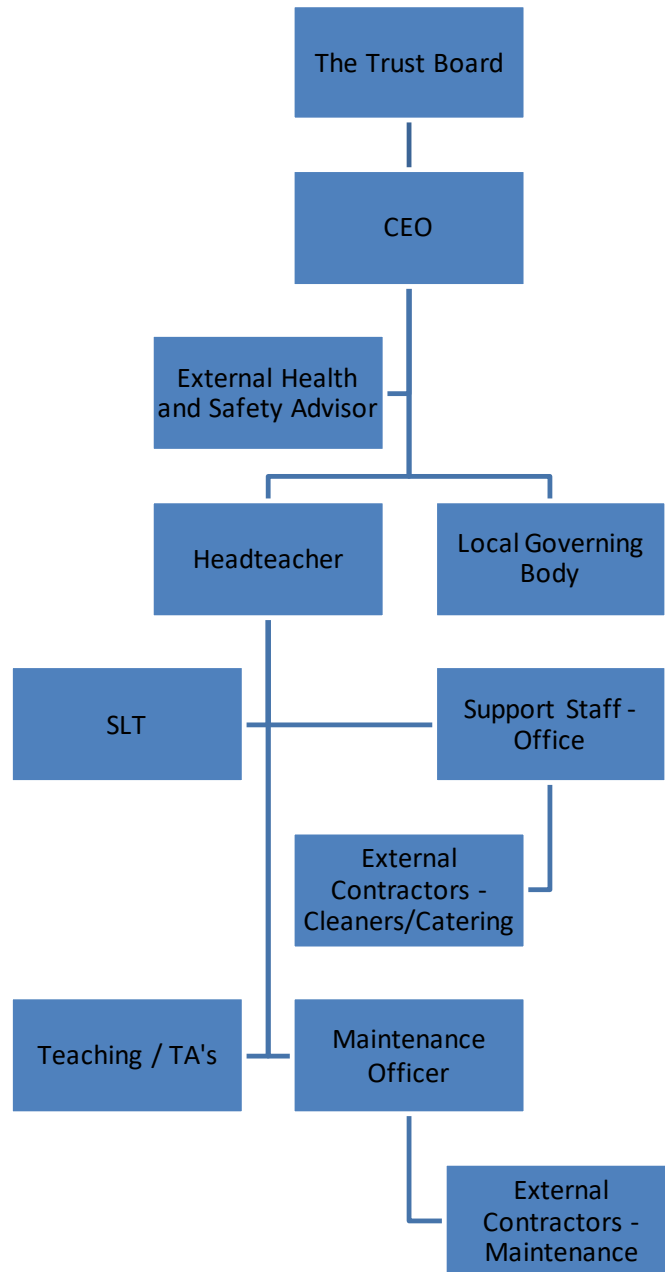
Day-to-day responsibility for ensuring this policy is put into practice is delegated to the CEO.

The School Headteacher

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

Name	Responsibility
The Trust Board	Strategic Planning
CEO	Strategic Planning & Monitoring
The Governing Body	Strategic implementation and monitoring
Head Teacher	Strategic implementation and monitoring
External H&S Advisor	Strategic & Operational Monitoring

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.



2.2 Organisational Responsibilities

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 is delegated to the Head teacher of each School.

Each School has its own Health and Safety Policy arrangements which ensures that the principles in this document are implemented within each school. Local Governing Bodies are responsible for monitoring and quality assuring health and safety systems in each School.

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

The 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 each 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.
- 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 each school in the Trust is monitored
- The Health and Safety Policy and performance is reviewed annually.
- Termly meetings to review overview of H&S compliance are carried out.

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 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 is 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.
- Appoint responsible persons to organise, plan, implement, measure, review and audit The BEAM Trust's Health, Safety and Welfare Policy and procedures.
- Allocate adequate resources to be available for the effective implementation of the policy including the appointment of and access to the nominated Health and Safety Advisor.
- Maintain Health and safety review as a standing item on management meetings to monitor compliance / address issues arising
- Monitor the action plans to remedy any areas for improvement / non-compliance at termly intervals in conjunction with each Headteacher.

The CEO has specific responsibility to support the provision of the most cost effective solutions for meeting appropriate Health and Safety provisions such as:

- Ensuring statutory insurance and appropriate additional insurance cover is in place to meet the Trust's needs.
- Providing sufficient resources to enable staff and students to comply with the Health & Safety Policy
 - Providing advice to employees and the employer in matters of occupational health and safety.
 - Keeping the Health and Safety Advisor aware of absence and accidents that may be reportable to the HSE under RIDDOR.
 - Ensuring suitable processes are in place to eliminate discrimination and promote equality when dealing with School staff.

External Health and Safety Advisor

The Trust use the services of an external advisor, Adele Partridge, CMIOSH and OSCHR Registered Consultant to provide Health and Safety Competent Person advice. The role of the health and safety Advisor is to promote a positive health and safety culture in the Trust. The primary responsibility is for ensuring that health and safety risks in the Trust are identified and controlled and that each school is successfully meeting safety standards. The health and safety Advisor will advise and support each School on matters of safety, health and hygiene at local level by:

- Assisting each School to organise their health and safety risk register and maintain suitable risk assessments for activities being carried out.
- 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.
- Reviewing maintenance records to show that statutory compliance is suitably managed at each School and feeding back findings to the Trustees on termly basis.
- Monitoring accident data and assisting the Headteachers with investigation of accidents in conjunction with School staff.
- Assisting Headteacher and CEO to report accidents to the HSE under RIDDOR in a timely manner.

Local Governing Body

The Local Governing Body has responsibility to monitor the health and safety performance for the 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 in to 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.

Headteacher

The Headteacher is responsible for the day-to-day operation and management of the health and safety systems as delegated by the Board of Trustees within all areas of the school's undertakings. The Headteacher shall ensure that

- A health and safety policy is produced for approval by the governing body and that the policy is regularly reviewed and revised as necessary, in conjunction with the recognised trade unions and at least every two years.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- For high-risk activities, safe systems of work are identified alongside the risk assessment.
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Regular inspections are carried with reports submitted to the governing body and trust.
- An annual report is provided to the governing body.
- There is co-operation with the trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- Staff have the competency to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- There is co-operation with, and provision of necessary facilities for, trade union health and safety representatives.
- Appropriate tasks are delegated to the academy's premises manager and other premises staff.
- Regular inspections are carried with reports submitted to the governing body and trust.

Deputy Headteacher

Deputy and assistant Headteachers may be required to undertake any of the Headteacher duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Premises Manager (also may be known as Site Manager or Office Manager)

The premises manager will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- Adequate systems are in place for the management of asbestos and control of Legionella.
- All premises-related accidents/incidents are recorded and investigated.
- Regular inspections of the premises take place, with union safety representatives invited to take part.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential. All staff employed by the academy will act responsibly to ensure that:

- They are familiar with, and comply with, the academy's health and safety policy.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately, to the Headteacher or to premises manager, any serious or immediate danger of which they become aware.
- They report to the principal or to their line manager immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be supplied.

SECTION 3: CONSULTATION, MONITORING AND REVIEW

3.1 Consultation with employees

3.1.1 The BEAM 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

3.1.2 The School

The Health and Safety Committee is a primary way of consulting with employees and each school holds this Committee in high regard. The Governing Body 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.

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

The Head Teacher

3.2 Monitoring and Measuring Performance

3.2.1 The BEAM Trust

This section outlines the measuring and reviewing process The BEAM Trust will monitor Health and Safety performance cross 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 Headteachers will monitor safety performance with regards to accident and near miss reporting and active/reactive reporting of the health and safety systems across the trust.

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

The BEAM 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 Headteacher in order to identify and control contributory factors so far as is reasonably practicable..

3.2.2 The School

Measuring Performance

Measuring performance has become a standard mechanism across all the School'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 lies with the SLT members 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:

- 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.

3.3 Auditing

3.3.1 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 schools compiled by the Health and Safety Advisor. The content of the report will include but not be limited to the following items:

- 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 September of each year.

3.3.2 The School

The School adopts adherence to a regular annual programme of health and safety audits to help to 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 the Head teacher. The School Health and Safety Committee members may be requested to carry out health and safety performance reviews alongside the Health and Safety Governor.

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
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries
- Compliance with statutory maintenance tasks and completion of mandatory inspections

The Governors regularly receive reports on health and safety so that the governing body 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.

3.4 Review

3.4.1 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 Trustees as improvements are made and achievements reached to maintain a consistent approach for effective planning.

3.4.2 The School

Each Headteacher and their Health and Safety Lead 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 and the Governing Body. 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.

3.5 Policies and Procedures

3.5.1 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.

3.5.2 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 Headteacher and/or Health and Safety Advisor.

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

Appendix A School Safety Arrangements

Each School must put in place and publish within their local Health and Safety policy/guidance documents specific arrangements to cover areas applicable to them such as

- Accidents and First Aid
- Alcohol and Drugs
- Asbestos
- Contractors
- Control of Substances Hazardous to Health (COSHH)
 - Infection Control
- Covid 19
- Display Screen Equipment
 - DSE Eyesight tests and corrective glasses
 - Homeworking
- Electricity at Work
 - Portable Appliances
- External Venues
- Fire and other emergencies
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Occupational Health
 - Occupational Health
 - Stress
 - Well-being
- Personal Protective Equipment
- Premises Management
 - Legionella Controls
 - Health and Safety Welfare
 - Raising and Resolution of Health, Safety & Welfare Concerns
- Provision and Use of Work Equipment
 - Safe Plant and Equipment
 - Machinery Guarding
 - Stop Buttons and Guards
 - Gas
- Risk Assessment
 - Health and Safety in the Curriculum
- Security
- Training, information, instruction and supervision
- Trips and Visits
 - Educational Visits
 - Work Experience Placements
 - Staff working off site
- Traffic Management / Use of Vehicles
 - Vehicles on Site
 - Use of Minibuses
 - Travelling between sites
 - Mobile phone use
- Violence, Behaviour, bullying and harassment
- Visitors
- Working at Height

This list is not exhaustive and should be amended to suite each School in accordance to their circumstances