

Dartmoor Multi Academy Trust Health, Safety & Wellbeing Policy

Adopted on the 23 May 2018

To be reviewed January 2019

<i>Document control</i>	
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Authorised By	Trustees
Published Location	dartmoormat.org.uk

Version control			
<i>Version Number</i>	Date issued	Author	Update information
1.0	24 Apr 18	Joseph Wood	First Published Version

Definitions:

For the purpose of this document:

- a. The Dartmoor Multi Academy Trust is referred to as The Trust;
- b. Academy/School refers to all Academies and Schools within the Trust;
- c. Pupils or Students refers to all pupils or students being educated or on site at any one of the schools/academies within the Trust.

Associated policies: This policy states in broad terms the Dartmoor MAT's commitment to managing health, safety and wellbeing including, in general terms, how roles and responsibilities are delegated.

The 'arrangements', i.e. the specific measures taken to manage health, safety and wellbeing risks, are documented separately in each academy's own Health & Safety Policy document. The Devon County Council H&S Service remains the 'competent person' under Regulation 7 of the Management of Health & Safety at Work Regulations 1999. As such MAT 'arrangements' will be informed by the Guidance Notes provided by this service. These documents are listed in Appendix 3 of this document.

HEALTH, SAFETY & WELLBEING POLICY

1. STATEMENT OF INTENT

The Dartmoor Multi-Academy Trust is committed to achieving high standards of health and safety performance throughout the organisation. This commitment will be afforded to all employees and those not in employment who may be affected by the work activities of the MAT such as students, visitors, volunteers, contractors and the general public. In addition, the MAT is committed to ensuring that all reasonable measures are in place to maintain and enhance staff wellbeing so that staff can lead productive and healthy working lives.

The MAT recognises and accepts its responsibility as an employer under the Health and Safety at Work etc Act 1974, its related statutory provisions as well as other common law duties. This includes the duty to put into effect arrangements for health and safety and staff wellbeing together with the resources necessary to carry them out. To this end, section 2 of this policy outlines how the MAT will organise itself for health, safety and wellbeing purposes. This policy is supplemented by establishment specific health and safety policy documents which explain specific arrangements in detail at a local level.

This policy will be brought to the attention of all members of staff through the induction process for new staff and during an annual briefing at the start of each academic year. An electronic copy is available on the Dartmoor MAT website as well as individual academies' websites. Paper master copies are kept in Main Reception/Admin areas of all academies. This policy will be reviewed by the MAT's Resources Sub-committee annually.

Staff at all levels each have an important role to play in achieving the degree of performance to which this MAT aspires and to this end, their co-operation and commitment is essential. I am confident that we can rely upon all staff, students, parents and contractors in helping to achieve our goals.

Signed:

Chief Executive

2. ORGANISATION

2.1 This section of the Dartmoor MAT's Health, Safety and Wellbeing Policy establishes and allocates a range of duties and responsibilities to staff at all levels throughout the MAT.

In recognition of the size and diversity of the organisation, the Dartmoor MAT organises academies into groups or 'clusters'. The following information is provided to assist in reaching an understanding of how the MAT organises itself for health, safety and welfare purposes:

- Appendix 1: Organisational structure
- Appendix 2: List of establishment level H&S Policies

- Appendix 3: Health and safety guidance documents that inform and underpin the detail of MAT arrangements

2.2 Duties of the Board of Trustees

The duties of the Board of Trustees include the duty to produce and regularly review the Health & Safety Policy for the MAT. This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation. In addition, these strategic duties will include the requirement:

- to monitor both compliance with, as well as the effectiveness of, this policy
- to provide adequate resources to meet the College's legal responsibilities as well as compliance with this policy
- to identify a lead Trustee for Health, Safety & Wellbeing who will sit on the Resources Committee will actively monitor and promote health, safety and wellbeing across the MAT by raising matters with senior leaders as necessary.
- to assist the employer in discharging its legal obligations, the college has appointed the Devon Health, Safety & Wellbeing Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.

2.3 The Chief Executive and Deputy Chief Executive

The Chief Executive and Deputy Chief Executive hold the overall executive responsibility to give effect to health and safety management arrangements. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the health and safety of all employees and that of the MAT's students, contractors, volunteers and members of the public. To achieve these goals, the Chief Executive will:

- Set objectives and monitor management performance to verify that senior leaders are meeting their health and safety accountabilities
- Ensure that the necessary financial and other resources are provided to meet the MAT's objectives for health, safety and wellbeing
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements

2.4 Chief Operations Officer

The Chief Operations Officer is the senior operational manager with overall responsibility for Health, Safety and Wellbeing across the MAT and is advised by the Devon Health and Safety Service acting as the competent person for the organisation. To meet these responsibilities, the Chief Operations Officer is required to:

- have sufficient knowledge and understanding of health and safety to promote high standards of performance throughout the MAT as well as assist the Chief Executive and the Board of Trustees in setting the MAT's health, safety and wellbeing objectives
- put in place management systems management systems for monitoring, auditing and reviewing health and safety arrangements
- inform the Senior Leaders and Board of Trustees about the level of health and safety performance achieved by the MAT as a whole as verified by monitoring systems

- advise Senior Leaders of new developments in health and safety legislation and approved Codes of Practice together with proposals for new or amended management systems necessary to ensure legal compliance
- introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives.

2.5 Chief Finance Officer

The Chief Finance Officer is the senior finance manager with overall responsibility for financial management and as such is responsible for ensuring that the financial infrastructure and resources are available to facilitate the strategic health and safety aims of the MAT.

2.6 Head of Secondary Education/Head of Primary Education/Senior Leaders

To meet the duties and responsibilities delegated by the Chief Executive, Heads of Secondary Education (where relevant) and Heads of Primary Education (where relevant) at each academy cluster have day-to-day responsibility for health and safety management within *teaching and learning* activities.

In particular, Heads of Secondary Education and Heads of Primary Education will:

- Ensure they have sufficient understanding of the MAT's Health, Safety and Wellbeing Policy, as well as the specific arrangements relating to each academy and bring it to the attention of all academic staff in their establishments
- Co-operate with the Governing Body to ensure that this policy and its associated arrangements are implemented and complied with in respect of teaching and learning activities
- Communicate the policy and other appropriate health and safety information to all relevant people including contracted staff delivering teaching and learning activities as part of the academy curriculum
- Ensure that Heads of School, Heads of Faculty and academic staff within their cluster are equipped and trained to undertake risk assessments of any significant hazards presented by teaching and learning activities delivered by these establishments
- Ensure that these risk assessments are undertaken in line with MAT policy arrangements.
- Bringing deficiencies in premises, or fixed plant or equipment to the attention of the cluster Business Manager or Health & Safety Coordinator
- Report to the Governing Body any significant risks or policy requirements which cannot be met within the cluster's establishment budgets.

2.7 Business Managers

To meet the duties and responsibilities delegated by the Chief Operations Officer and Chief Finance Officer, the Business Managers of each academy cluster have day-to-day responsibility for health and safety management within the *business and support* functions:

- Ensure that the necessary financial and other resources are provided so as to facilitate and meet the health, safety and wellbeing objectives of the MAT
- Take all reasonable precautions to provide a healthy and safe working environment
- Ensure that health, safety and wellbeing issues are given equal priority with other management issues at regular management or quality review meetings

- Ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health are recorded, reported, appropriately investigated and acted upon according to MAT policy and legal requirements
- Ensure that Premises Managers and other non-academic managers within their cluster are equipped and trained to undertake risk assessments of any significant hazards presented by work activities undertaken within these establishments
- Ensure that these risk assessments are undertaken in line with MAT policy arrangements.
- Ensure that all contractors, commissioned to undertake work on behalf of the MAT, are appropriately selected in terms of competence for health and safety and managed accordingly. Management systems will include those for monitoring and reporting on contractor performance and their suitability for further commissions or appointments
- Have in place current, suitable and sufficient written emergency procedures for each site or workplace
- Where the academies within the cluster share facilities with other employing organisations, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating effective emergency arrangements

2.8 Health and Safety Co-ordinator

The Health and Safety Co-ordinator in each cluster has the delegated task of Head of Secondary Education/Head of Primary Education and Business Manager discharge their duties in relation to day-to-day health and safety management.

To do this the Health and Safety Co-ordinator will:

- Co-ordinate and manage the risk assessment process within their cluster
- Co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Chief Operating Officer and Resources Committee
- Arrange periodic health and safety audits and liaise with Chief Operating Officer and Resources Committee in relation to findings and any associated remedial actions
- Co-ordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the cluster Business Manager and Chief Operations Officer
- Assist with the identification of training needs and training delivery across the cluster to ensure that staff are competent to fulfil their respective job roles
- Collate accident and incident information and, when necessary, carry out accident and incident investigations
- Liaise with the Trust's 'competent person', the Devon Health and Safety Service, on all aspects of health and safety policy and procedure
- Co-ordinate, advise and assist managers and staff within the cluster in discharging their duties in respect of health and safety
- Co-ordinate annual Health and Safety briefings to all Federation staff to highlight significant issues, policies and documents relevant to their duty of care to students, staff and themselves.

2.9 Heads of School/Heads of Faculties/Support Team Lead Officers and Supervisors

Heads of School/Heads of Faculty/Support Team Lead Officers have specific delegated tasks in relation to health & safety management within their primary school/faculty/support staff team. In discharging these duties, they may be assisted by the cluster H&S Coordinator.

They must:

- apply the arrangements described in this health and safety policy to their own school, department or area of work, including the arrangements described in any associated guidance notes
- undertake risk assessments for the people, work areas, equipment and substances and work activities for which they are responsible, that the findings are recorded in writing and that identified control measures are implemented as described
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They provide sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety. They must ensure that staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS, AfPE etc.
- Provide management arrangements to ensure that all equipment within their area of responsibility is maintained in a safe condition
- They take appropriate action on health, safety and welfare issues referred to them, informing the cluster Business Manager or Heads of Secondary Education/Heads of Primary Education of any problems they are unable to resolve within the resources available to them.
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

2.10 Duties of all Members of Staff

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities; they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the College.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the Trust's Health and Safety Policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with Trust management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Undertake works tasks in accordance with training including making use of all necessary control measures and personal protective equipment provided for reasons of safety or health.

2.11 The Devon Health & Safety Service

The Trust engages an external specialist Health and Safety Advisory service from Devon County Council and also commissions an Occupational Health provider externally. The Health & Safety Manager from the Devon Health & Safety Service acts as the Trust's 'competent person' as required by Regulation 7 of the Management of Health & Safety at Work regulations 1999. The health and safety policies and associated arrangements are therefore informed by the guidance and information from this service. A list of these guidance documents is available in Appendix 3.

In relation to health and safety, this service is required to:

- Provide health and safety advice and assistance to Trust managers and staff within their remit.
- Assist Trust managers and staff in the application of policy and relevant health and safety legislation, guidance and Approved Codes of Practice (ACoP) as may apply to the business and service delivery needs
- Provide and update the Trust on new legislation, guidance and ACoPs
- As required, to assist Trust senior managers in monitoring health and safety performance of the various academies and faculties within them and, where appropriate, to make recommendations for improvements
- To provide access to the OSHENS on-line accident reporting system, to review Trust incidents inputted onto this system and, when appropriate, to report to the Health & Safety Executive as required by the RIDDOR regulations.
- Assist with accident investigation for selected serious accidents, incidents and cases of ill health, making recommendations on appropriate action
- Provide advice as requested on litigation from injuries, cases of ill health and Trust's response to enforcement actions
- Provide access to, through the service agreement, CLEAPSS membership and the CLEAPSS RPA service.

In relation to Occupational Health, the external service provider, IMASS, is responsible for providing a range of information, services and advice to the Trust on workplace health and wellbeing needs by:

- Providing advice and information relevant to health and wellbeing needs at work
- Advising and assisting managers in managing sickness absence
- Having a robust commitment to compliance with the protection of employee confidentiality

2.12 Students/Pupils

Students/pupils, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the college and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

2.13 Contractors and Partner Organisations

All contractors and partner organisations delivering services on trust property will be made aware of this policy and associated emergency procedures. To ensure that the Trust meets its own statutory requirements, it is expected that contractors and partners working with the Trust, will:

- Undertake work activities in line with agreements and documented procedures and co-operate with Trust policies in all relevant matters
- identify and control any risks arising from their activities and inform the Trust management of any risk that may affect the staff, students/pupils and visitors.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, Trust management will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

2.14 Trade Union Health & Safety Representatives

The MAT has made arrangements with the recognised trade unions for the appointment, training and provision of facilities for safety representatives. Reports, issues or recommendations from Safety Representatives will be fed into the Resources Committee of the Board which is concerned with the wider aspects of health, safety and wellbeing.

Trade union safety representatives within the Trust have agreed to represent all employees' health and safety interests (be they union or non-union members) to meet the requirements of the Health & Safety (Consultation with Employees) Regulations.

3. ARRANGEMENTS

3.1 Due to the size and diversity of the Trust it is not possible to identify all health, and safety arrangements in one document. This policy is therefore supplemented by establishment specific health and safety policy documents for each academy within the MAT which explain specific arrangements in detail at a local level.

4. REVIEW OF THIS POLICY

4.1 The Resources Committee will review this policy every year or sooner if changes are made to current legislation.