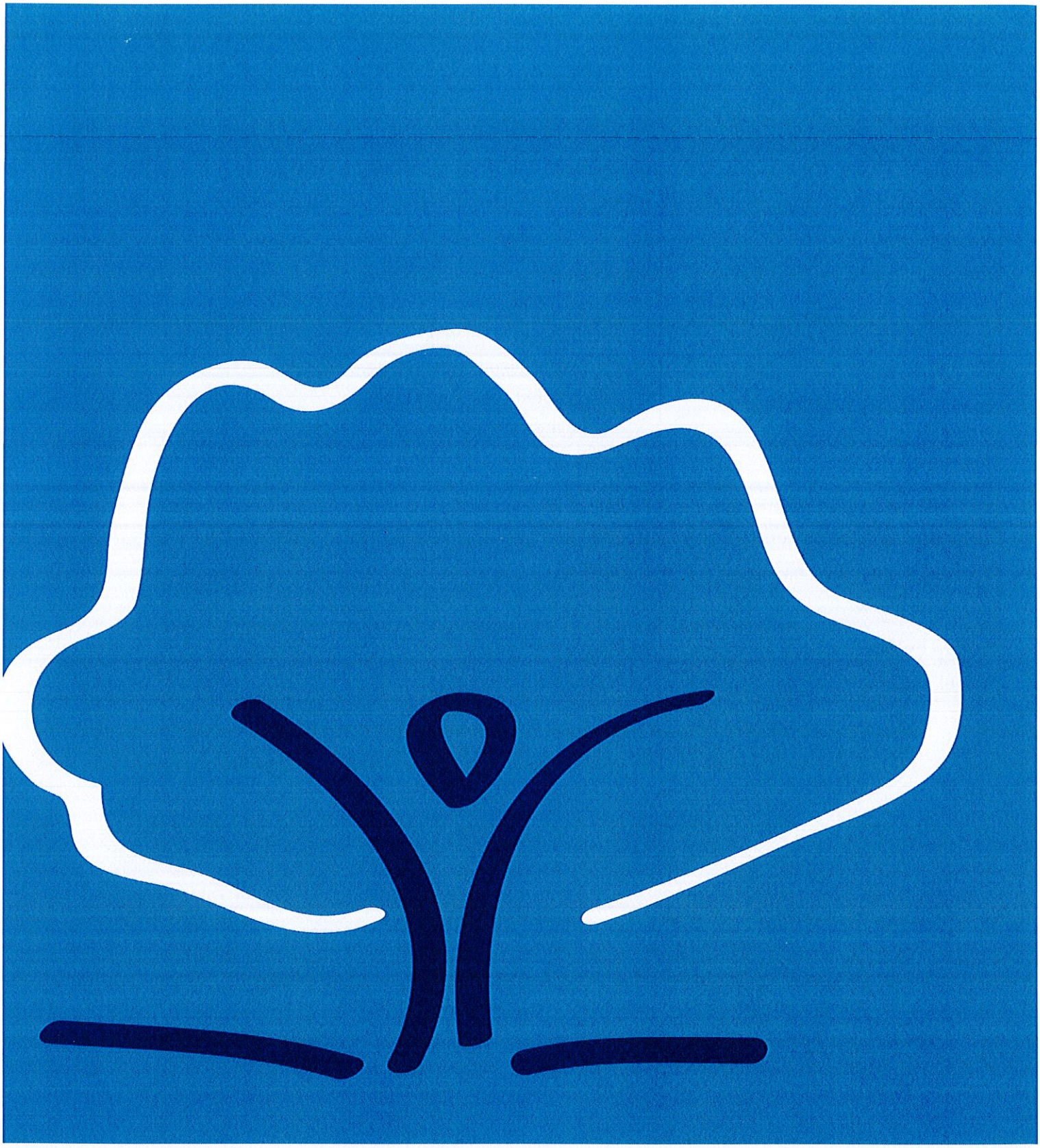

United Learning – Group Health and Safety Management Policy

Hanwell Fields Community School

United Learning
The best in everyone™

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United Learning

Group Health and Safety Management Policy

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1. Overview

1.1 This document is United Learning's Group Health and Safety Management Policy. It details the management arrangements in place for the protection and promotion of excellent standards in occupational health and safety.

1.2 All schools and central office locations are required to work in accordance with the roles and responsibilities detailed in this documents and the operational requirements detailed in the subsidiary topic policies (see Section 24).

1.3 Adhering to this policy and the subsidiary topic policies will ensure compliance with ISI and Ofsted requirements in relation to occupational health and safety. Should ISI or Ofsted raise any concerns in relation to the various policy requirements, the Inspector should be directed to the Group Health and Safety Manager for resolution.

1.4 Effective health, safety and welfare management is not about ticking boxes, or filling out forms. It is about providing a work environment in which people are happy, safe, and healthy; all of which help to make United Learning an employer of choice.

1.5 Throughout these documents the term 'Site' is used to refer to schools and central office locations and operations.

2. Approach to Policy Development

2.1 A full list of Group health and safety policies is shown in Section 24. These documents have been produced either where there is an explicit statutory requirement relating to the topic e.g. asbestos, or where the topic is a priority in the education sector e.g. educational visits.

2.2 All health and safety policies are published on United Hub's Health and Safety pages, and Health and Safety Coordinators are notified of any changes via Health and Safety Briefing Notes, a library of which can also be found in the Health and Safety pages of United Hub.

2.3 The various health and safety policy documents are supplemented by guidance documents and templates in the A-Z section of the health and safety pages on United Hub.

3. General Documentation Requirements

3.1 Without prejudice to the requirements detailed later in this policy and the subsidiary topic policies, all Sites are required to hold the following information in a format easily accessible and available to all staff relevant to the current academic year/period of review:

- A signed copy of the *'Group Health and Safety Statement of Intent'* displayed in a prominent location
- A localised *'Organisation of Health and Safety'* and *'Standalone Topic Policy'* document, signed by the Head Teacher and Chair of the LGB

- A copy of HSE's Health and Safety Law Poster, completed and displayed in a suitable location
- The localised procedural documents required as per the Group Health and Safety topic policies including any site devised pro-forma
- The risk assessments relevant to all Site operations

3.2 Only the '*Group Health and Safety Statement of Intent*' of Intent needs to be published on the school's website

4. Structure of the Group Health and Safety Management Policy

4.1 The United Learning Group Health and Safety Policy is divided into three areas.

4.2 **Part 1 Statement of Intent**

4.3 This is the declaration by United Learning's Chief Executive Officer and Chair of the Group Board regarding the commitment made to the health, safety, and welfare of employees, students/pupils and any other premises users. A copy is available in the 'Policies' section of the health and safety pages on United Hub.

4.4 **Part 2 Organisation**

4.5 This section contains the details of each individual employee's role and responsibilities in relation to health and safety. Sections 5 to 20 contain general duties applicable across the Group. The '*Local Organisation of Health and Safety*' must be completed by the relevant school or central office and populated with the names and roles of those with the specific duties contained within.

4.6 **Part 3 Arrangements**

4.7 The arrangements section details the monitoring and review arrangements that are in place for occupational health and safety. This section also introduces the standalone Group Health and Safety Topic Policies.

4.8 At the end of this section is a declaration to be signed by the school's head teacher and Chair of the LGB. This document (in its entirety) may then be published on the school website if so wished. There is no requirement to publish individual policies or local management arrangements relating to health and safety.

4.9 This localised Policy must be published locally and communicated to all relevant staff at suitable intervals (usually annually) or whenever any significant changes are made. A copy must also be returned to the Group Health and Safety Manager at the start of each academic year.

4.10 For independent schools, ISI require that policies relating to health and safety are 'made available' to interested parties. There is no requirement for individual health and safety policies to be published on the school's website, however, schools should still ensure that they have local documentation in place for each of the topic policy areas as relevant to their operations and that these can easily be presented to all interested parties, including ISI inspectors, as required.

Group Health and Safety Management Policy

Statement of Intent

5. Statement of Intent

5.1 Please refer to the signed H&S Statement of Intent for the current academic year.

Group Health and Safety Management Policy

Group-wide Organisation

6. Overview

6.1 The following details for the organisation of health and safety roles and responsibilities follow on from the *'Group Health and Safety Statement of Intent'* and its supporting principles.

6.2 This section details the organisation of health and safety roles and responsibilities for all school and central office staff.

7. Trustees

7.1 The Trustees of United Church Schools Trust (UCST) and United Learning Trust (ULT) as the employers, are responsible for ensuring compliance with:

- The Health and Safety at Work etc. Act 1974 (and its subsidiary Regulations),
- The Regulatory Reform Fire Safety Order 2005,
- The Education (Independent School Standards) Regulations 2015

7.1.2 And will hold the Chief Executive Officer and Executive Directors to account for their performance with the duties under this Policy.

8. Chief Financial Officer

8.1 The Chief Financial Officer is the Executive responsible for health and safety, reporting directly into Trustees and the rest of the Executive team via the Group Board.

9. Executive Directors

9.1 United Learning directors are directly responsible for:

- Holding overall responsibility for the health and safety of those employees within their directorate
- Providing sufficient resources as necessary to ensure that health, safety, and welfare requirements of their directorate are complied with
- Ensuring that specific risk assessments produced by their directorate's line managers are completed where appropriate
- Periodically reviewing the training compliance of their directorate's employees

10. Group Health and Safety Manager

10.1 United Learning's Group Health and Safety Manager is directly responsible for:

- Developing and publishing the employer's health and safety policies applicable across the Group
- Developing and publishing guidance documents to assist Sites in meeting the requirements of the employer's health and safety policies
- Implementing and advising on systems for the planning, organisation, control, monitoring and review of the preventive and protective measures for health and safety
- Monitoring compliance with health, safety, and welfare requirements across the Group
- Serving as the Group's Radiation Protection Officer (RPO)
- Investigating significant accidents or health and safety incidents at central office locations and schools, with the authority to instruct all employees as necessary to facilitate the investigation
- Stopping operations where there is an immediate risk to employee health, safety, or welfare
- Reporting on the above to Trustees via the Chief Financial Officer
- Reporting to the Trustees, via the Chief Financial Officer, on any current or emerging health and safety issues that may have a significant impact on the Group

11. Executive Business Managers

11.1 Where there is a formal cluster in place, for matters relating to health and safety the Executive Business Manager (EBM) serves as the link between central office and the cluster's schools. The primary duties of the EBM, in relation to health and safety matters, are to:

- Ensure implementation of Group Health and Safety Policies at school level
- Handle routine health and safety queries originating from within their cluster's schools and escalate to the Group Health and Safety Manager where these cannot be resolved locally
- Meet regularly with the school's H&S Coordinator and other Cluster Leads as appropriate to ensure compliance with Group Health and Safety Policies is being maintained
- Support the Group Health and Safety Manager in the carrying out of periodic monitoring exercises

12. Head Teachers

12.1 All head teachers within United Learning have control of the day-to-day operations of their school and are directly responsible for the following non-delegable responsibilities:

- Ensuring compliance with this health and safety policy in each and every respect
- Ensuring that the necessary resources for implementation are available for all health and safety functions to be adequately fulfilled so far as is reasonably practicable
- Attending and chairing the school Health and Safety Committee meetings
- Reporting to trustees on health and safety matters as required by the Group Health and Safety Manager

12.2 **The following duties may be delegated to individual members of staff but the head teacher retains the responsibility for their fulfilment.**

- Plan, organise, control, monitor and review arrangements for the health and safety of employees, pupils, visitors including contractors, and others who may be affected by our work activities
- Assess risks, commit the significant findings to writing, and act upon these findings
- Ensure that work in all its aspects is safe and without risks to health, so far as is reasonably practicable
- Ensure that sufficient information, training, instruction, and supervision is provided to school staff as necessary
- Make proper provision for occupational and pupil health
- Record on the Group Accident Reporting and Management System (ARMS) all accidents, hazardous incidents, and fires and investigate with a view to preventing a reoccurrence
- Appoint an adequate number of suitably trained first aid personnel
- Ensure the safe disposal of hazardous waste
- Ensure that the findings of all risk assessments are acted upon as necessary

13. Health and Safety Coordinators

13.1 Each school is required to appoint a Health and Safety Coordinator and deputy Health and Safety Coordinator. It is this individual's duty to:

- Be familiar with the contents of the Group Health and Safety Policies and make them available to all employees
- Ensure that the section of this policy 'Localised Organisation of Health and Safety' is reviewed annually, that a copy is provided to the group health and safety manager early in each academic year, and that a copy is provided to all employees. This section must be revised, updated, and re-communicated whenever significant changes occur

- Support departmental heads/line managers in identifying health and safety training needs
- Monitor that line managers prepare and review local management arrangements, prepare and review risk assessments and carry out thorough examinations, test and inspections
- Monitor the formal defect reporting procedure
- Monitor that accidents, illnesses and incidents are reported and investigated and uploaded to the Group's Accident Reporting and Management System (ARMS)
- Liaise with HSE/EHO/Fire Service/Ofsted/ISI as appropriate
- Act as clerk to the school's health and safety committee
- Advise the head teacher and those with delegated duties on the measures needed to comply with the Group Health and Safety Policies, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to the head teacher
- To ensure the position carries sufficient authority to discharge the duties above, the lead Health and Safety Coordinator should be a member of the senior management team, this includes facilities managers
- Where the school is part of a cluster, the Health and Safety Coordinator will work closely with the Executive Business Manager, or other Cluster Lead as necessary for the purposes of health and safety compliance
- For schools operating within a formal cluster, where any of these aforementioned Health and Safety Coordinator duties are transferred to cluster level, this division of responsibilities must be formally recorded.

14. Health and Safety Committees (schools)

14.1 The Health and Safety committee meets termly (for a three-term year) and is chaired by the head teacher. The role of the Health and Safety Committee is as follows:

- to consult with employees on matters concerning health and safety
- to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports
- to monitor progress on recommendations from an authoritative source e.g. external audit
- to monitor the effective implementation of the Group Health and Safety Policies

14.2 Further guidance on the structure and function of the Health and Safety Committee is include in the standalone '*Health and Safety Committee Policy*'.

15. Educational Visits Coordinators

15.1 Each school is required to appoint at least one Educational Visits Coordinator. It is this individual's duty to:

- Oversee the planning, arrangement and delivery of safe and effective educational visits
- Ensure the competency of visit leaders
- Report any issues to their line manager or the head teacher

15.1.2 Further guidance on educational visits is provided in the standalone *'Educational Visits Policy'*.

16. Local Governing Bodies

16.1 All local governing bodies and their members shall ensure that they operate in accordance with United Learning's Group Health and Safety Policies and the United Learning LGB Handbook.

16.2 LGB members hold no direct accountability for health and safety matters, but they should use their authority as the school's 'critical friend' to challenge and support the positive development of health and safety standards in the school.

17. Governor for Health and Safety

17.1 It is a requirement of the United Learning LGB Handbook that each school has a governor who takes responsibility for oversight of health and safety.

17.2 As non-employees, their duties are to:

- Attend the school's Health and Safety Committee meetings
- Fulfil the 'critical friend' role and challenge and support the work of the head teacher
- Liaise regularly with the school's Health and Safety Coordinator on developing the school's health and safety systems

18. Line Managers

18.1 All employees within United Learning who hold a line management position are directly responsible for:

- The health, safety, and welfare of those employees who report to them
- Inducting new members of staff to their department and the relevant emergency arrangements e.g. fire safety
- Identifying health, safety, and welfare training needs of their employees at appraisal or when such matters come to their attention at any other time
- Ensuring those under their management have completed health, safety, and welfare induction training

- Ensuring those under their management have completed additional health and safety training where required as part of their role
- Carrying out risk assessments for activities under their control, documenting the significant findings as relevant and acting upon these findings
- Attempting to resolve any health, safety, or welfare issues affecting their employees
- Notifying their school's Health and Saftey Coordinator of any health, safety, or welfare issues that they are unable to resolve locally

19. Trade Union Appointed Safety Representatives

19.1 United Learning recognises the following trade unions:

- Support staff - GMB and Unison
- Teaching staff - ASCL, NEU, NAHT, and NASUWT

19.2 Each trade union has the authority to appoint health and safety representatives.

19.3 Further information on trade union appointed health and safety representatives is contained in the *'Consultation (HS) Policy'.*

20. Non-trade union appointed Safety Representatives

20.1 Those employees who are not members of a recognised trade union remain entitled to be consulted on health and safety matters. This can be directly, or through the election of health and safety representatives.

20.2 Further information on non-trade union appointed health and safety representatives, their role, and functions is contained in the *'Consultation (HS) Policy'.*

21. Employees

21.1 All United Learning employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Cooperating fully with their line manager or other responsible person on all matters pertaining to their health and safety at work
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc that have been provided in the interests of health and safety at work
- Reporting promptly, in the first instance to their line manager, any accident, injury, significant near miss, incident of violence and aggression or case of work-related ill health
- Reporting to their line manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others

- Wearing any protective clothing or equipment and using any equipment that has been provided for their health and safety while at work
- Observing safety rules, complying with codes of practice, Group health and safety policies and guidance, and adhering to safe working procedures at all times
- Acquainting themselves, and complying with, the procedure to follow in case of a fire or other emergency
- Challenging any unsafe acts or conditions that they see. If they feel that any task allocated to them is unsafe, they may stop work, and raise their concerns with their line manager
- Showing respect for fellow workers and managers by accepting constructive intervention in a positive manner when any member of staff, regardless of position, takes action to stop an unsafe act

Group Health and Safety Management Policy

Arrangements

22. Monitoring

22.1 United Learning has the following arrangements in place for the monitoring of occupational health and safety standards.

22.2 **Group-wide monitoring**

22.2.1 Health and Safety Committee Minutes – The minutes of the termly school Health and Safety Committee meetings are sent to the Group Health and Safety Manager promptly after each meeting, who reviews them and adds comments, advice and any actions required. These are then shared with schools on United Hub.

22.2.2 Accidents and incidents – certain qualifying events are required to be logged on the Group Accident Reporting and Management System (ARMS). Where necessary these are investigated to establish the root-cause and identify corrective actions as appropriate. Further instruction on these requirements can be found in the standalone *'Accident and Incident Management Policy'*.

22.2.3 Periodic visits – The Group Health and Safety Manager carries out periodic support visits, and topic based audits.

22.2.4 Electronic Audits – each term, the Group Health and Safety Manager will carry out electronic audits across the Group to which all Sites are required to respond.

22.2.5 Summary data on all of the above is published in the *Monitoring* section of the Health and Safety pages of United Hub.

22.3 **School monitoring**

22.3.1 Local monitoring – as part of an effective health and safety management system there is an expectation that schools will carry out local monitoring activities. Further instructions are provided in the standalone *'HS Monitoring Policy'*.

23. Review

23.1 This Group Health and Safety Management Policy will be reviewed at least annually and at any other time that it is found to no longer accurately reflect the Group's approach to health and safety management.

23.2 The standalone Group Health and Safety Topic Policies will be reviewed no less frequently than every three years, or sooner if they no longer reflect legislative requirements or the Group's approach to the management of risk for these topic areas.

23.3 Schools are responsible for reviewing and updating their localised version of this document, local risk assessments, departmental policies and other health and safety documentation. This review

should be generally be carried out annually or whenever these documents may no longer accurately reflect local practices or Group Health and Safety Policy requirements.

Group Health and Safety Management Policy

Local Organisation of Health and Safety

School Name	Hanwell Fields Community School
Head Teacher	Harry Paget Wall-Collins
Date	06/12/2018

The following 'delegated leads' identify the relevant member(s) of staff with responsibility for the management of the given topic area.

Topic Area	Delegated Lead (Name and Position)
Health and Safety Coordinator	Steve Rowett Site and Facilities Manager
Deputy Health and Safety Coordinator	
Governor for Health and Safety	Andrew Lister
Asbestos Management	Steve Rowett
Electrical Safety	Steve Rowett
Fire Safety	Steve Rowett
Water Hygiene	Steve Rowett
Contractor Management	Steve Rowett
Construction Projects	Steve Rowett
Traffic Management	Steve Rowett
First Aid	Nicola Symmington HLTA
Educational Visits Coordinator	Vicky Tomalin Bridges Manager
Radiation Protection Supervisor	Steve Rowett

24. Group Health and Safety Topic Policies

24.1 Group Health and Safety Topic Policies are available for the following areas and are published in the '*Policies*' section of the Health and Safety pages on United Hub.

24.2 Whilst the topic polices are grouped under the general headings of 'Management', 'Premises', and 'Operations' there will inevitably be some crossover between some topics and each should be considered in the broadest sense.

24.3 This overarching management policy is formally signed off by the Head Teacher and Chair of the LGB. The standalone topic policies are formally signed off by the Head Teacher and Governor for Health and Safety and all localised policies are available for examination locally.

Topic Area	Applicable to Hanwell Fields Community School
Management	
Accidents and Incidents	Yes
Consultation (HS)	Yes
Contractor Management	Yes
Document Retention	Yes
Health and Safety Committee	Yes
Legal Register	Yes
Local Management Arrangements	Yes
Monitoring (HS)	Yes
New and Expectant Mothers	Yes
Risk Management (HS)	Yes
Training (HS)	Yes
Young Persons	Yes
Premises	
Asbestos	No
Construction Projects	Yes
Defect Reporting	Yes
Electrical Safety	Yes
Fire Safety Management	Yes
Gas Safety	Yes
Water Hygiene	Yes
Operations	
Catering	Yes
Confined Spaces	Yes

Topic Area	Applicable to Hanwell Fields Community School
Display Screen Equipment	Yes
Driving for Work	Yes
Educational Visits	Yes
Event Safety	Yes
First Aid	Yes
Hazardous Substances	Yes
Lone Working and Violence at Work	Yes
Manual Handling	Yes
Noise at Work	Yes
Personal Protective Equipment	Yes
Pressure Systems	No
Radiation at Work	No
Swimming	Yes
Traffic Management	Yes
Welfare at Work (HS)	Yes
Work at Height	Yes
Work Experience	Yes
Work Related Stress	Yes
Workplace Equipment	Yes

Hanwell Fields Community School hereby adopt the United Learning Group Health and Safety Management Policy and its associated topic policies as detailed above.

Head Teacher ..... Name ..... H. Payet-Wall Cutler ..... Signature ..... 25.1.19. ..... Date .....

Chair of the LGB ..... Name ..... Signature ..... 25/1/19 ..... Date .....