



## HEALTH & SAFETY POLICY

<b>Date Agreed:</b>	<b>Mar 2025</b>
<b>Review Date:</b>	<b>Mar 2028</b>

## Health and Safety Policy Statement of Intent

### Plan

- Creation of an annual HET Health and Safety audit.
- Establish and maintain communication routes including, where appropriate, setting up and using consultation mechanisms.
- Implementation of the HET adopted health and safety management system.
- Ensure robust systems are in place to revisit/review plans, policy documents and risk assessments to ensure they are up-to-date and contemporary.
- Ensure all appraisals include meaningful health and safety objectives.
- Address the risk presented when commissioning services and/or working with partners.

### Do

- Promote a positive and pro-active health and safety culture.
- Identify and assess significant risks including those posed through commissioning and partnership working.
- Decide and agree the preventative and protective measures to address these risks.
- Create Health and Safety Committees.
- Conduct meaningful senior management safety tours.
- Ensure the effective implementation of the adopted health and safety management system.
- Promote a positive culture by ensuring health and safety is a regular agenda item at management meetings.
- Ensure training and instruction is provided to ensure everyone is able to complete their work competently and safely.
- Provide adequate resource within financial constraints.

### Check

- Systems are in place to measure and report performance upwards throughout the organisation so that HET can review and be assured of compliance.
- Ensure commissioned services and partner organisations are monitored to ensure compliance.
- Conduct health and safety reviews.
- Develop escalation process to ensure areas of significant weakness and non-compliance are brought to the attention of HET.
- Ensure action is planned or discharged to remedy poor performance or failure to comply with policies/procedures.
- Measure the effectiveness of the health and safety management system.
- Monitor the reporting of both proactive and reactive performance measures.
- Monitor appraisal objectives to ensure they include a meaningful health and safety objective which adds value.

### Act

- Learn from accidents, incidents and from audit and inspection reports.
- Action lessons learnt and share information across HET.
- Revisit plans, policy documents and risk assessments to ensure they are up-to-date.
- Communicate, encourage and monitor the outcomes of lessons learnt and audits relating to commissioned services and partnering arrangements.

## Roles and Responsibilities

### Academies

#### External Health and Safety Partner

- To promote a positive and pro-active health and safety culture;
- To provide professional advice on health and safety matters;
- To provide the link between Academies and HET to ensure that there is cross information exchange and that experiences, and the learning from them, are shared across HET;
- To report on health and safety performance, including accidents and near misses, to HET Leadership Team to enable them to make managerial decisions;
- To support the HET Leadership Team in the creation and discharge of their annual health and safety plan;
- To support HET in the creation and implementation of systems to identify and control significant risks;
- To undertake reviews of processes and procedures to examine their suitability and effectiveness.

#### Chief Executive

- Promote a positive and pro-active health and safety culture;
- To accept overall responsibility for health and safety within HET;
- To ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others affected by the work activities;
- To ensure adequate resource are provided to enable employees to discharge its duties under the Health and Safety at Work Act 1974;
- Ensure policy is translated into safe working arrangements and that performance is measured and reviewed;
- Ensure all members of HET champion health and safety.

#### HET

- HET will produce a **policy document** which will set out the arrangements to be put in place and implemented in order to fulfil the HET requirements in actioning the safety management system;
- To collectively and individually promote a positive and pro-active health and safety culture;
- To collectively fulfil the role of Health and Safety Champions for HET;
- HET staff are individually responsible to the CEO for planning, organising, controlling, monitoring and reviewing the health, safety and welfare arrangements for the services they control;
- Responsible for the creation and discharge of the annual **HET Health and Safety Audit**;
- Ensure that health and safety is reported on an annual basis through meetings at Trust level;
- Responsible for reviewing health and safety performance and ensure weakness and non-compliances are identified and addressed.

### **Managers, Headteachers and Governing Bodies of HET Academies**

- Promote a positive and pro-active health and safety culture;
- Ensure health and safety is given a high priority and is an integral part of the way we conduct our services;
- Comply with the requirements of HET health and safety procedures and supporting documentation;
- Ensure that suitable and sufficient risk assessments are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, pupils, students, clients and others who use our services;
- Develop and ensure local working arrangements, safe working practices, guidance etc. are in place to support the output of risk assessment. This embraces the planning of work as well as the assurance that staff are adequately informed, instructed, trained and supervised;
- Ensure all employees and volunteers under their control are competent and have received the necessary training to carry out their work activities safely;
- Ensure safety events (accidents, incidents and near misses) are reported and investigated;
- Conduct self-monitoring of the activities for which they have responsibility on an annual basis;
- Ensure that health and safety issues are a standing item on management meeting agendas and actions are monitored through these and through supervision.

### **Managers, Headteachers and Local Governing Bodies of HET Academies with Responsibility for Premises**

- Promote a positive and pro-active health and safety culture;
- Ensure that their site specific Health and Safety Policy is completed, kept up-to-date and communicated to all staff based on the site;
- Ensure effective monitoring and proactive inspections of workplaces for which they have responsibility on an annual basis;
- Ensure property defects are reported and co-operate with property consultants and HET, so as to ensure a safe place of work;
- Liaise with other building users where buildings are shared;
- Monitor contractors working on site.

### **All Employees**

- It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. Every employee, therefore, is expected to:-
- be part of and promote a positive and pro-active health and safety culture;
- ensure they are familiar with the content of this policy statement;
- ensure work is carried out with due regard for the health and safety of themselves and others (employees, service users, carers, volunteers, public etc.) around them;
- ensure they support line managers in the delivery of good health and safety practice and the minimising of risks;
- ensure they draw to managers' attention health and safety problems or deficiencies in the workplace;

- ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

### **Staff working in the community**

In addition to the responsibilities described above, staff working away from their usual base will:

- be part of and promote a positive and pro-active health and safety culture;
- ensure reasonable precautions are taken to ensure their own safety when travelling alone or undertaking home visits;
- check any hazard checklist before visiting new clients;
- ensure they leave details of visits and timescales when working away from their office/school base;
- ensure that, when not returning to the office from a visit they arrange to confirm the conclusion of that visit with a member of the team or other designated contact.

### **Partners and contracted providers**

It is expected that partners and contracted providers working with HET to deliver services will:

- be part of and promote a positive and pro-active health and safety culture to support HET;
- co-operate with HET on all relevant health and safety matters;
- ensure they meet health and safety standards required of them, (e.g. Ofsted, the Care Quality Commission, the National Minimum Standards for Fostering Services, Adoption, Children's Homes etc.) in the performance of their work activities undertaken with or on behalf of HET.

### **Safety Representatives**

Safety Representatives must be allowed to exercise their functions, the key ones being to: -

- promote a positive and pro-active health and safety culture.
- participate in accident investigations;
- represent employees on matters of health and safety;
- carry out workplace inspections;
- attend consultation meetings.

### **Clients, Pupils, Students, Service Users and Members of the Public**

Clients, pupils, students, service users and members of the public are requested to cooperate with the health and safety arrangements put in place by HET to protect them and the people who are providing a service for them. It may occasionally be necessary to modify the service offered, or in exceptional circumstances withdraw it, in order to ensure the safety of all concerned; such a decision will be underpinned by a risk assessment.

**Document History:**

<b>Health and Safety Policy</b>	
Policy Type:	Statutory – Trust Policy
Policy Source:	
Model Policy Approval:	HET Trust Board
Review period:	3 Years

<b>Date Reviewed</b>	<b>Amendments Made</b>	<b>Date Model Approved by Trust Board</b>	<b>Next Review Due</b>
Jun 2022	New Trust Policy	June 2022	June 2025
May 2025	Reviewed by Mark Adams – No changes	26 March 2025	Mar 2028