

Diocese of Bristol Academies Trust

DBAT Central Health & Safety

Level 1 Policy **Statement & Organisation**

Level: 1

Date Adopted: April 2016

Reviewed: January 2019



History of most recent Policy changes (must be completed)

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
		New Policy statement and Organisation	PCS Enterprises
Nov 16	Page 9	Point8: amended to inc. 'where required to drive for work'	JCC
July 17	Whole Document	Reviewed: Minor adjustments to clarify text	DBAT Officers , PCS Enterprises, Main Board
Sept 17	Page 4	Change to Competent External Adviser from PCS Enterprises Ltd to Delegated Services	Contracts novated to PCS
December 2018	Page 4,	Change to Competent External Adviser from Delegated Services to Ellis Whittam and insertion of topics: Gas, Lifts, Pressure Vessels, Window Restrictors, Workplace Transport	New Health and Safety Advisor Appointment
January 2019	Page 5	Organogram modification	Clarification within format



Health & Safety Policy Statement

The Diocese of Bristol Academies Trust is an organisation with a Christian foundation. The Christian ethos, values and relationships of the Trust, and its associated Academies, are central to the values of the foundation.

It is the policy of the Diocese of Bristol Academies Trust to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, clients, contractors, academy pupils, members of the public and visitors while working, learning or attending any of its premises or Academies. The Diocese of Bristol Academies Trust commits itself to implementing the Health & Safety at Work Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation.

The Diocese of Bristol Academy Trust will ensure, so far as is reasonably practicable:

- that all the Trust's premises and academies provide a healthy and safe working and learning environment for all staff, clients, pupils, temporary contractors and the general public;
- there are safe systems of work for all employees and pupils;
- there are arrangements for the safe use handling, storage and transportation of articles and substances;
- suitable and sufficient work equipment is provided;
- there are adequate welfare arrangements
- that information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.
- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- only engage contractors who are able to demonstrate due regard to health & safety matters

The ultimate and overall corporate responsibility for ensuring a safe and healthy environment, for the Trust's activities and operation lies with the Diocese of Bristol Academy Trust's Board of Directors.

The Diocese of Bristol Academy Trust Board of Directors, Audit & Finance Committee, Director for Health and Safety, and Lead Officer, the designated Safeguarding Director and Lead person, and all staff must familiarise themselves with the contents of this statement, organisational structure and arrangements. It explains the Trust's roles and responsibilities for health and safety, as well as providing a source of safety information and guidance on how the Trust's arrangements will be implemented.



It is the belief of the Diocese of Bristol Academy Trust that a good health and safety culture is a substantial benefit to the performance and safety of the whole organisation and the values of the Christian foundation. The Trust aims to encourage, support and develop a positive and proactive approach for employees and students, through risk education, safety awareness and Christian values. The organisational structure named below will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

The Trust recognises its responsibilities to provide adequate control of the activities arising from the Trust's activities. The Trust will monitor the controls that are in place in its Academies through its Health and Safety advisers and maintain and regularly update the Trust Risk Register to highlight and mitigate any identified risks as far as is reasonably practicable.

Ellis Whittam have been appointed as the competent external health and safety advisers to the Diocese of Bristol Academy Trust. They will provide regular health and safety support, information on best practice guidance and revisions to UK health and safety legislation, in line with their Service Level Agreement.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, UK or EU law and any changes will be brought to the attention of all staff.

Health & Safety Director

Diocese of Bristol Academy Trust.

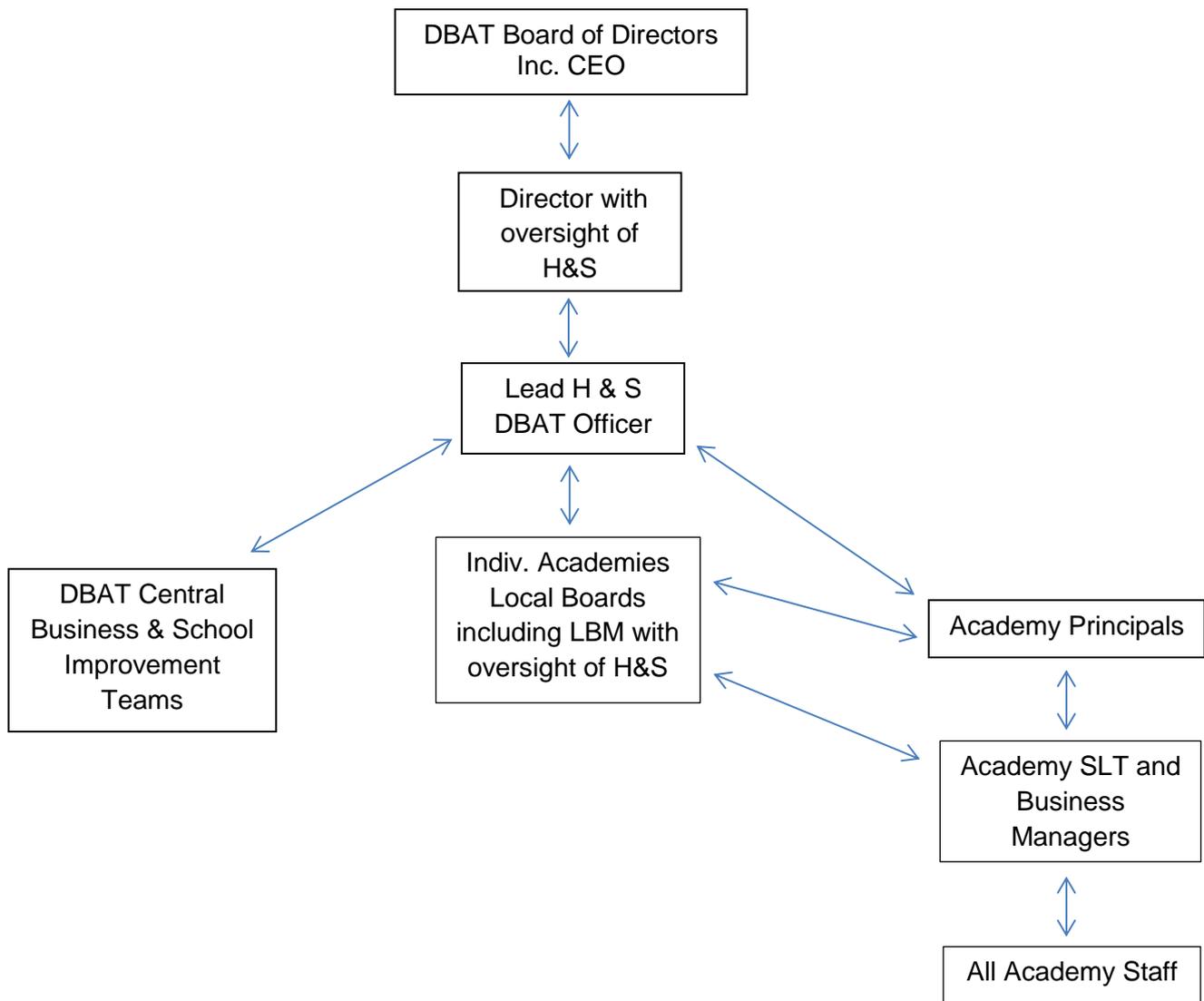
Reviewed December 2018 (Ellis Whittam H&S Consultants)



Health & Safety Policy Organisation

The following is an outline of duties and responsibilities that have been assigned to the Diocese of Bristol Academies Trust Directors, Director for Health and Safety, Operational Managers, Local Board members and Trust staff.

DBAT H&S Management Structure





DBAT Board of Directors

The ultimate and overall corporate responsibility for ensuring a safe and healthy environment, for the Trusts activities and operation lies with the Diocese of Bristol Academy Trust's Board of Directors. They must ensure:

1. *The Trust has an appropriate health and safety infrastructure and framework in place.*
2. *The Board Directors formally and publicly accept its collective role and responsibility in providing health and safety leadership for the Diocese of Bristol Academies Trust.*
3. *Each Board member accepts their individual role in providing health and safety leadership for the Diocese of Bristol Academies Trust.*
4. *That there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments, across the Trust's operations.*
5. *There is a strategic vision and support for health and safety improvements across the Trust's activities and operation.*
6. *A competent lead Director with specific responsibility for health, safety and welfare oversees the policy and practice through reports from Academies and the Lead Officer and Ellis Whittam to implement the Trust's health and safety policy and procedures.*
7. *The Safeguarding Director oversees the work of the competent Trust Safeguarding Lead Officer who has specific responsibility for safeguarding and implementing the Trusts safeguarding policy and procedures.*
8. *To monitor the work of the Finance and Audit Committee and its effectiveness in meeting its agreed terms of reference.*
9. *The Finance and Audit Committee receives reports from Lead Officers and the CEO and openly and transparently informs the Board of Directors on implementing and reviewing policies, strategic and operational decision making, ways in reducing the likelihood of people getting injured, ill or killed, provide findings from health and safety audits, compliance audits, building condition surveys, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, as well as minimising the likelihood of prosecutions and penalties.*
10. *The CEO has adequate communication and cooperation channels between relevant third parties, to ensure that Diocese of Bristol Academies Trust meet their statutory responsibilities.*
11. *The Finance and Audit Committee maintains a proportionate and prioritized Risk Register which incorporates Health & Safety, and is implemented and monitored.*
12. *Officers maintain an effective and adequate formal internal and external communications on health and safety across the Trust.*
13. *Officers have business continuity and emergency arrangements in place across the Trust.*



Director for Health and Safety

The Director for Health and Safety, is responsible and accountable for the implementation and compliance of this health and safety policy through the Lead Officer for Health and Safety.

The Director for Health and Safety has the following responsibilities: -

1. *To receive reports from external consultants Ellis Whittam, the Lead Officer and Chairs of Local Boards so that they can inform with the Board of Directors on any safety matters that need to be introduced, amended or adapted to ensure that the health and safety policy and procedures are implemented and complied with.*
2. *Through the Lead Officer communicate the health and safety policy and other appropriate health and safety information to all relevant people, including contractors and third parties.*
3. *To ensure an overall Diocese of Bristol Academies Trust health and safety strategic development plan is created, implemented, undertaken and communicated.*
4. *Through reports from Ellis Whittam and the Lead Officer to monitor and evaluate the health and safety performance of the Trusts activities and operation.*
5. *To ensure that an annual health and safety performance report is produced by the Lead Officer to the Finance and Audit Committee and provided to the Board of Directors.*
6. *To ensure a positive health and safety culture is encouraged and developed within the Trust.*
7. *To ensure the Lead Officer is monitoring of compliance contracts throughout the Trust and suitable reports are provided to the Finance and Audit Committee. E.g. mechanical and electrical statutory inspections, fire risk assessments, asbestos surveys and management systems, water hygiene monitoring.*
8. *To ensure the Lead Officer is advising and monitoring that all external and third party contracts that are awarded across the Trust, have a consistency of approach and ensure legal compliance. Any successful contracts awarded by the Trust must have been appropriately vetted for health and safety standards, financial stability and equality and diversity.*
9. *To ensure the Lead Officer is advising on and monitoring that risk assessments are undertaken for any Trust activity that has significant associated hazards and that recorded assessments are kept and reviewed regularly; as well as being effectively communicated.*
10. *To ensure officers produce annual health and safety actions, and that initiatives and accident statistics are recorded and published across the Trust.*
11. *To ensure Officers monitor the arrangements for effective accident reporting and investigation procedures across the Trust.*
12. *To monitor the officers to ensure there are effective arrangements in place for business continuity and emergency procedures across the Trusts activities and operation.*



13. *The Lead Officer should ensure consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.*

Trust Safeguarding Leader

The Safeguarding Director has oversight of the responsibilities of the Safeguarding Leader and has specific responsibilities for ensuring all necessary reports are communicated to the Board. The Safeguarding Lead has specific responsibility for:-

1. *Ensuring that an up-to-date and robust safeguarding policy and procedures is created, implemented communicated and monitored across the Trust.*
2. *To lead in facilitating the development of safeguarding and child protection procedures, training and guidance for the Trust.*
3. *To ensure the Trust maintains accurate, confidential and up to date documentation on all cases of safeguarding and child protection.*
4. *Ensure that Disclosure and Barring Service (DBS) is undertaken, checked, monitored and reviewed in line with the Trust's safeguarding arrangements.*
5. *Referring safeguarding concerns to the appropriate investigating agencies.*
6. *To ensure that persons who are victims of abuse are supported appropriately and sensitively.*
7. *To liaise with Academy Local Boards and / or Principals to inform them of safeguarding issues, support or guidance.*
8. *To undertake appropriate and relevant safeguarding training to ensure a competent standard of governance.*



Finance & Audit Committee

The Finance and Audit Committee is made up of members of the Main Board, Local Boards and Central Staff according to its Terms of Reference, and has specific responsibilities for H&S as follows:

- 1. to review the health & safety policy of the Trust*
- 2. to monitor risk assessments from reports by the Lead Officer and ratify the annual health & safety report for the board*
- 3. to advise the board on strategic vision and support for health & safety improvements across the trust*
- 4. to advise the board on ways to reduce the likelihood of people getting injured, ill or killed, and report on findings from health and safety audits, compliance audits, building condition surveys, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and minimising the likelihood of prosecutions and penalties.*

Local Board members

Local Board members are appointed depending on the Scheme of Delegation as either DBAT members (appointed by the Main Board), Foundation Members (appointed by the PCC and Main Board,) Staff members (elected by staff of the academy), Parent members (elected by parents of the academy), ex-officio members or Co-opted members (appointed by the local board members.)

Local Board members have specific responsibilities:

- 1. to review and monitor the academy's health and safety policies and procedures*
- 2. to report annually on health and safety to the main board and also any breaches of health and safety as they occur*
- 3. to appoint one of their company to have oversight of health and safety in the academy and for this to be notified annually or at such time of change, to the DBAT lead Health and Safety officer*
- 4. To ensure every Academy Principal is effective in providing appropriate organization, structure and culture to promote effective Health and Safety across the institution.*



The Lead Officer for Health & Safety

is responsible and accountable for:-

- 1. Assisting in advising the main and local boards on issues of health & safety*
- 2. Assisting in the provision of health & safety training as appropriate*
- 3. Leading the monitoring of health & safety reports and risk assessments and report concerns and recommendations to the Finance and Audit Committee*
- 4. Ensuring the central team understands and complies with health & safety policies and individual responsibilities.*

Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that 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.

All employees have responsibility to:

- 1. Take reasonable care for the health and safety of themselves and others in undertaking their work.*
- 2. Comply with the school's health and safety policy and procedures at all times.*
- 3. Report all accidents and incidents in line with the reporting procedure.*
- 4. Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.*
- 5. Report immediately to their line manager any shortcomings in the Trust's arrangements for health and safety.*
- 6. Co-operate with the Trust's management on all matters relating to health and safety.*
- 7. Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.*
- 8. Inform the Trust's management if something happens that might affect their ability to work e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license where required to drive for work, or becoming pregnant.*
- 9. Ensure that they only use equipment or machinery that they are competent / have been trained to use.*
- 10. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.*



In addition to the duties outlined above the following individual roles have additional duties as outlined:

First Aiders

1. *To attend appropriate training when required and ensure that a valid first aid qualification is maintained to ensure the competence for the role.*
2. *To act as a designated first aider and provide first aid to staff when required.*
3. *To provide welfare to staff in distress / suffering from illness or injury and provide advice and support.*
4. *To provide a general support role to other first aiders who are directly dealing with first aid incidents.*
5. *To ensure any bio-hazard areas are cleaned, managed and bio-hazards are safely disposed in accordance with the academy's policy.*
6. *To liaise and coordinate first aid incidents with Academy managers.*
7. *To ensure that suitable and sufficient accurate information of incidents, accidents or near misses are recorded and communicated in accordance with the academy's procedures.*
8. *To assist with the safe transferal of injured staff to their home, their doctor or an accident and emergency department.*
9. *To coordinate and or undertake the running, cleaning and provision of first aid facilities within the Trust.*

Trade Union Safety Representatives

Employers have a duty to consult with their employees, or their representatives. DBAT has a Joint Consultative Committee with representatives from unions with members employed by the trust. DBAT will consult regularly with this committee on matters of Health & Safety and comply with the appropriate regulations (The Safety Representatives and Safety Committees Regulations 1977 - as amended).



Ellis Whittam (Health and Safety Consultants)

Ellis Whittam, in agreement with management, provides DBAT with the following services and is appointed by contract for 3 years from October 2018 – September 2021.

1. *A general risk assessment in the first part of the contract that forms the basis of our risk management programme and help DBAT plan future actions to reduce risk. Annual reviews thereafter.*
2. *Development of DBAT documentation throughout the period of the contract and keeping it updated for:*
 - *changes in Health and Safety legislation relevant to us*
 - *organisational changes which affect DBAT management systems*
3. *A consultant visit to train senior managers and to support the implementation of this Policy by:*
 - *assisting completion of specific risk assessments*
 - *providing further training, as agreed, on relevant agreed topics*
 - *reviewing and auditing our health and safety procedures and legal compliance*
 - *providing advice on implementing changes and system procedures*

Ellis Whittam is also contracted to:

1. *fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues*
2. *provide for us a telephone advisory service - available 24 hours per day, 365 days of the year*
3. *provide crisis help if we have a serious accident or incident involving the Enforcement Authorities*
4. *provide briefings to help keep us up to date with new and forthcoming legislation.*