



**Minerva**  
Learning Trust

# **Trust Health and Safety Policy**

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## Changes to this edition

No changes to this edition

# 1. Purpose

Minerva Learning Trust is fully committed to demonstrating an ongoing commitment to comply with all relevant Health and Safety Legislation and to achieving high standards of health and safety across the trust. Through the way we work and operate all of our employees and stakeholders will be protected from risks of occupational injury or ill health.

Prompt, proper and proportionate attention will be given to all health and safety risks with a clear focus on doing the right thing for ourselves and others in a timely fashion. We understand and believe that effective health and safety actively contributes to our success.

As part of our commitment to health and safety we will:

- **Communicate** and engage with employees to promote broader ownership of health and safety
- **Innovate** where things can be done differently; looking for opportunities to improve, promoting good practice and reinforcing what good health and safety looks like
- **Collaborate** to improve on the trust's approach to keeping people healthy, safe and well
- **Check** that employees have the right knowledge, skills, experience and training for their role
- **Monitor** that what should be happening is actually happening
- **Promote** positive mental health

Minerva Learning Trust is committed to the delivery of health and safety and of not only our employees, but also anyone that may be affected by our activities or carrying out work on behalf of Minerva Learning Trust or our associated schools.

We will ensure that, Minerva Learning Trust employees, with the contribution of others, are made aware of the content of this policy. We will also ensure that schools are clear about their own contribution to health and safety by having a local policy that meets legislation and reflects the needs of their own workplace.

### **3. Aims**

To successfully implement its Health and Safety objectives, Minerva Learning Trust will:

- Provide and maintain a safe and healthy environment for all
- Ensure individual acceptance of health and safety as an integral part of all work activities
- Ensure that employees and others are provided with the necessary information, instruction, training and supervision to enable them to carry out their health and safety responsibilities
- Engage employees in health and safety matters to ensure understanding and compliance
- Fulfil, as a minimum, its statutory and common law duty of care
- Apply sensible and proportionate risk management practices to health and safety matters
- Ensure that a positive health and safety culture is in place.

### **4. Leadership**

Health and Safety leadership is all about accountability, taking ownership of risk and accepting responsibility for managing it. Overall responsibility for the Health and Safety of employees is Minerva Learning Trust.

Responsibilities will ensure that Minerva Learning Trust:

- Maintains high standards of health and safety
- Allocates resources based on risk
- Provide information to monitor compliance levels and actions to improve as necessary
- Engage with all employees to ensure they have access to competent health and safety advice

Trustees and Governors also have a role to play. They have responsibility to safeguard the health and safety of employees. The importance of effective health and safety management is crucial to ensure compliance with legislation and the safety of individuals. It is essential therefore that schools are confident that their health and safety governance and policy arrangements stand up to scrutiny.

## 5. Headteachers

Headteachers have delegated responsibility for the day to day management of health and safety on their school site. They will take time to:

- Ensure Minerva Learning Trusts Health and Safety policy and action plan is understood and complied with
- Model good health and safety practice
- Give proportionate attention to health and safety and performance is monitored and reviewed periodically
- Identify, assess, manage and monitor effectively all significant risks
- Ensure that employees have the right knowledge, skills and training to work without risk to their health and safety
- Make sure that employees understand and take ownership of any delegated responsibilities
- Ensure there are effective means of communication and consultation with partners e.g. PFI providers, employees and/or their representatives and Trade Unions
- Prepare a detailed site specific health and safety policy and communicate to all school staff
- Assess how well risks are being controlled and if you are achieving your aims
- Learn from accidents and incidents, ill-health data, errors and relevant experience, including from learning from other organisations
- Revisit plans, policy documents and risk assessments to see if they need updating
- Take action on lessons learned, including from audit and inspection reports

## 6. Managers and Supervisors

All managers/supervisors need to effectively manage the day to day risks that exist within their area of responsibility. These will vary across schools but, the effort, attention and resources applied need to be proportionate to risks.

Managers/Supervisors will:

- Ensure that Minerva Learning Trust's Health and Safety Policy and action plan is understood and complied with
- Ensure that the site specific health and safety policy meets current legislation, aims and objectives and reflects the needs of the school
- Model good health and safety practice
- Engage with employees to develop risk assessments. This will ensure that significant risks are identified and assessed, with appropriate control measures put in place to control the risk. Risk assessments will be monitored and reviewed as necessary.
- Make sure that all employees in their team understand and take ownership of their role and responsibilities
- Check that employees have the necessary skills and competence to carry out their role

- Monitor health and safety performance so that what is planned and expected to happen, does happen
- Assess how well risks are being controlled and if you are achieving your aims
- Learn from accidents and incidents, ill-health data, errors and relevant experience
- Revisit plans, policy documents and risk assessments to see if they need updating
- Take action on lessons learned, including from audit and inspection reports
- Have effective consultation arrangements with employees and ensure that they are actively involved in developing and maintaining good standards of health and safety; seeking improvements where necessary

## **7. Employees**

All employees should understand their shared responsibility for health and safety. They will contribute towards this Policy and good standards of health and safety.

Employees will take time to:

- Take good care of themselves and others
- Report any unsafe or unhealthy working issues to their manager
- Share good ideas and solutions to improve and promote standards of health and safety
- Follow safe working procedures and good practice and encourage others to do so
- Follow schools safety arrangements and rules
- Participate in any health and safety training and then act on that training

## **8. Trade Unions**

Trade Unions have rights to be consulted and involved in health and safety and it is important those rights will be met. There will be effective joint working arrangements with Trade Union representatives that maximises their potential to contribute towards better health and safety performance for the benefit of all.

## **9. Working with Contractors**

Working with Contractors is now routine practice for most schools and is an essential part of the schools maintenance programme. Where this is the case, schools are expected to use formal contracting arrangements, taking into account all health and safety issues including inductions.

Managers should be assured that the Contractor has the right knowledge, skills and resources to enable them to carry out the required work safely and without risk.

There should also be effective and proportionate supervision and monitoring arrangements in place for the duration of the contract.

## **10. Competent Health and Safety advice**

Minerva Learning Trusts Health and Safety advisor fulfils the role of providing competent health and safety advice to schools as required by legislation. Their role is to give advice, help promote a positive health and safety culture, develop policies and procedures and monitor that prescribed standards of health and safety are being met.

## **11. Monitoring and Evaluation**

An essential component of Health and Safety is monitoring and evaluation, allowing us to accurately assess existing controls alongside risks to develop an effective plan of action.

To verify the safety performance and validate the effectiveness of safety risk controls requires the use of a combination of internal audits, workplace inspections and the establishment and monitoring of safety data and information.

Using this data for safety performance monitoring and measurement are essential activities that generate the information necessary for safety risk decision-making.

## **12. Equality Impact Assessment**

The Trust carries out Equality Impact Assessments to ensure that policies, procedures, and practices cater for individuals who share protected characteristics in relation to the Equality Act 2010. The purpose of these assessments is to ensure that policies, procedures, and practices within the organisation are fair to all. If unfairness is highlighted, the assessment will also seek to show how this can be changed and, where it can't be changed, how it can be improved.



**This Action Plan supports Minerva Learning Trusts Health and Safety Policy**

Priority Area	Action – Minerva Learning Trust	Action - All schools
<p>1 Collaborate, Communicate and engage with employees to promote broader ownership of health and safety</p>	<p>Minerva Learning Trust will:</p> <ul style="list-style-type: none"> <li>• Continue to promote HS&amp;W initiatives,</li> <li>• Raise awareness of key and topical risks</li> <li>• Communicate new policies and procedures</li> <li>• Consult with Trade Unions on HS&amp;W issues</li> <li>• Use the findings of accident and incident investigations to learn lessons</li> </ul>	<p>All schools should:</p> <ul style="list-style-type: none"> <li>• Have effective arrangements in place for communicating and consulting on HS&amp;W matters</li> <li>• Empower employees to contribute towards the improvement of HS&amp;W</li> </ul>
<p>2 Innovate where things can be done differently; promote good practice and reinforce what good health and safety looks like</p>	<p>Minerva Learning Trust will:</p> <ul style="list-style-type: none"> <li>• Work proactively with services to review arrangements for managing HS&amp;W</li> </ul>	<p>All schools should:</p> <ul style="list-style-type: none"> <li>• Have arrangements in place for promoting good practice</li> <li>• Encourage creative thinking to improve and enhance the H&amp;S of employees</li> <li>• Reinforce good standards of safe and healthy behaviours</li> <li>• Promote positive behavioural safety; challenge unsafe practice and behaviours</li> <li>• Lead by example</li> </ul>
<p>3 Review arrangements for monitoring HS&amp;W and be able to say that effective controls are in place. Monitor that what should be happening is actually happening</p>	<p>Minerva Learning Trust will:</p> <ul style="list-style-type: none"> <li>• Continue to formally monitor standards of HS&amp;W across all schools through audits and inspections</li> </ul>	<p>All schools should:</p> <ul style="list-style-type: none"> <li>• Review significant risks to confirm that effective control measures are in place and that risks are being managed</li> <li>• Implement the findings from audits</li> </ul>

Priority Area	Action – Minerva Learning Trust	Action - All schools
	<ul style="list-style-type: none"> <li>• Report back on findings of audits, strengths and weaknesses and advise on actions to improve</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to have proportionate monitoring arrangements in place at local levels</li> <li>• Use the findings of accident and incident investigation to learn lessons</li> </ul>
4 Check that employees have the right knowledge, skills, experience and training for their role	Minerva Learning Trust will: <ul style="list-style-type: none"> <li>• Establish arrangements to assess suitable health and safety training</li> </ul>	All schools should: <ul style="list-style-type: none"> <li>• Make sure that induction and regular refresher training is carried out</li> <li>• Identify job and role specific training needs and ensure that employees take up the training offers</li> </ul>
5 Promote positive mental health	Minerva Learning Trust will: <ul style="list-style-type: none"> <li>• Provide support to all on the development and implementation of their wellbeing action plan</li> <li>• Liaise with external organisations to ensure that we promote best practice</li> </ul>	All schools should: <ul style="list-style-type: none"> <li>• Have a wellbeing action plan</li> <li>• Monitor progress and review as necessary</li> <li>• Work to reduce the stigma associated with talking about mental health by making this a part of everyday conversation</li> </ul>