



Minerva
Learning Trust

Health and Safety Policy

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Contents

Changes to this edition.....	1
Health, Safety and Wellbeing.....	2
Scope of this policy	2
Our Health, Safety and Wellbeing Objectives	3
Leadership.....	3
Headteachers	4
Managers and Supervisors.....	4
Employees.....	5
Trade Unions	5
Working with Contractors	5
Competent Health, Safety and Wellbeing advice	6

Changes to this edition

First edition.

Health, Safety and Wellbeing

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, safety and wellbeing 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, safety and wellbeing 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, safety and wellbeing actively contributes to our success.

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

- **Communicate** and engage with employees to promote broader ownership of health, safety and wellbeing
- **Innovate** where things can be done differently; looking for opportunities to improve, promoting good practice and reinforcing what good health, safety and wellbeing 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

Scope of this policy

Minerva Learning Trust is committed to the delivery of health, safety and wellbeing 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, safety and wellbeing by having a local policy that meets legislation and reflects the needs of their own workplace.

Our Health, Safety and Wellbeing Objectives

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

- Provide and maintain a safe and healthy environment for all
- Ensure individual acceptance of health, safety and wellbeing 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, safety and wellbeing responsibilities
- Engage employees in health, safety and wellbeing 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, safety, and wellbeing culture is in place.

Leadership

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

Responsibilities will ensure that Minerva Learning Trust:

- Maintains high standards of health, safety and wellbeing
- 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, safety and wellbeing advice

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

Headteachers

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

- Ensure Minerva Learning Trusts Health, Safety and Wellbeing Policy and action plan is understood and complied with
- Model good health, safety and wellbeing practice
- Give proportionate attention to health, safety and wellbeing 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, safety or wellbeing
- 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

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, Safety and Wellbeing Policy and action plan is understood and complied with
- Ensure that the site specific health and safety and wellbeing policy meets current legislation, aims and objectives and reflects the needs of the school
- Model good health, safety and wellbeing 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, safety and wellbeing; seeking improvements where necessary

Employees

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

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, safety and wellbeing
- Follow safe working procedures and good practice and encourage others to do so
- Follow schools safety arrangements and rules
- Participate in any health, safety and wellbeing training and then act on that training

Trade Unions

Trade Unions have rights to be consulted and involved in health, safety and wellbeing 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, safety and wellbeing performance for the benefit of all.

Working with Contractors

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

Competent Health, Safety and Wellbeing advice

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

This Action Plan supports Minerva Learning Trusts Health, Safety and Wellbeing Policy

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

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