

# The Bolton Impact Trust

## Health & Safety Overarching Policy

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## 1. Policy Statement

The Health, Safety and Welfare of our pupils and employees is an important priority for the the Bolton Impact Trust. The sensible and robust management of health and safety adds value to our organisational performance by reducing accidents, injuries and ill health and helps us fulfill our duty of care to staff and others who may be affected by our activities.

As far is reasonably practicable, we will;

- Identify and control significant health and safety risks which arise from our work activities;
- Provide information, instruction and supervision to employees, volunteers and agency personnel.
- Consult with employees and others on matters which affect their health and safety;
- Provide and maintain premises and work equipment;
- Ensure employees know how to store, use and dispose of hazardous substances.

## 2. Responsibilities

Everyone in the Trust is responsible for health and safety of themselves and others who may be affected by our work activities. Expected roles/responsibilities are outlined below;

**2.1 Trustees** have overall responsibility for health and safety compliance and performance and must ensure that health and safety risks are managed as part of corporate governance.

2.2 Operational responsibility for preventing accidents and managing occupational ill health rests with the **Senior Leadership Team** and **Academy Leads**. They must ensure that employees have access to this Health and Safety Policy, risk assessments and other relevant health and safety documentation, and ensure that these are implemented and followed.

2.3 We expect **staff** to share responsibility by exercising reasonable care and by supporting the efforts of managers and others with responsibilities to deliver this policy. Both managers and staff have a strong mutual interest to foster co-operation and trust to achieve this aim.

### **2.4 The Health and Safety Team**

The Trust has commissioned the Bolton Council Health & Safety Team to support Trustees and Leaders to ensure that pupils and staff are safe by:

- Providing competent health and safety advice and audit assurance through specialist Health and Safety Practitioners.
- Liaise with the Senior Leadership Team and Academy Leads through the undertaking of health & safety audits
- Give technical advice on health and safety matters that may arise during workplace inspections.

### **3. Arrangements - meeting health & safety objectives**

#### **Policies:**

The Trust has in place a number of policies (listed below), both at Trust level and individual academy level, the aim of which is to protect the health and safety of its pupils and staff so far as is practicable. These policies can be found on the Trust website at [boltonimpacttrust.org.uk](http://boltonimpacttrust.org.uk).

#### **General Health & Safety Policies**

- Individual site based Health & Safety Policies
- First Aid Policy

#### **Pupil Focussed Health & Safety Policies**

- Medical Policy
- Safeguarding, Disclosure and Barring Policy
- Social Networking Policy

#### **Employee Focussed Health & Safety Policies**

- Alcohol & Drug Policy
- Leave of Absence Policy
- Dignity At Work Policy
- Lone Working Policy
- Managing Sickness Absence Policy
- Whistleblowing Policy

#### **Practices:**

The Trust operates the following practices to ensure that it meets its health & safety duties:

- Safer recruitment practices, with appropriate induction procedures.
- A service level agreement with the Bolton Council Health & Safety Team who undertake regular health & safety audits across the Trust's individual sites
- A service level agreement with the Bolton Council Corporate Property Team who undertakes regular property inspections, ensuring that Trust buildings have all relevant health and safety certificates and appropriate procedures are followed and that contractors used within academy buildings are fully compliant with health & safety legislation.
- The Trust uses the Every System, which provides up to date health & safety guidance, prompts academy leads and those responsible for the Trust's buildings when certificates need to be renewed and is a vehicle for demonstrating health & safety compliance.
- Regular building inspections by Academy Leads
- Local governors, with responsibility for monitoring health & safety.
- Regular meeting with staff
- Regular meetings with Trade Union representatives, who undertake their health & safety areas of concern, as outlined below:

## **4 Trade Union Representation**

The functions of Trade Union representation in relation to Health & Safety are set out fully in The Safety Representatives and Safety Committees Regulations 1977 and include:

- investigating potential hazards and dangerous occurrences at the workplace; and to examine the causes of accidents at the workplace
- investigating complaints by employees he/she represents concerning their health, safety and welfare at work;
- making representations to the employer on the above or on general matters relating to their Health & Safety at work
- Carrying out inspections (this does not negate manager's legal responsibility to perform inspection or tours to support their risk assessments or H&S planning.)
- Representing members of staff during consultations at their workplace with Health and Safety Executive (HSE) inspectors.
- Receiving information from HSE Inspectors; following and inspection of their workplace.
- attending JCC meetings with the Trust Leadership Team
- Facility time-reasonable paid time off from their regular job to enable them to perform their union duties.

## **5. Monitoring and Review**

This Policy will be subject to review every 3 years, or sooner in the case of any significant changes, including where;

- Legislation has been introduced or revised.
- Guidance has been introduced or revised.
- Incident investigation suggests that a review may be required.
- Research, monitoring or audit suggests that a review may be required.

On-going monitoring will include proactive and re active measures, incorporating spot checks, accident investigations, statistical analysis and audits of departments. Results of monitoring activities will be reported the Trustees on a regular basis.