

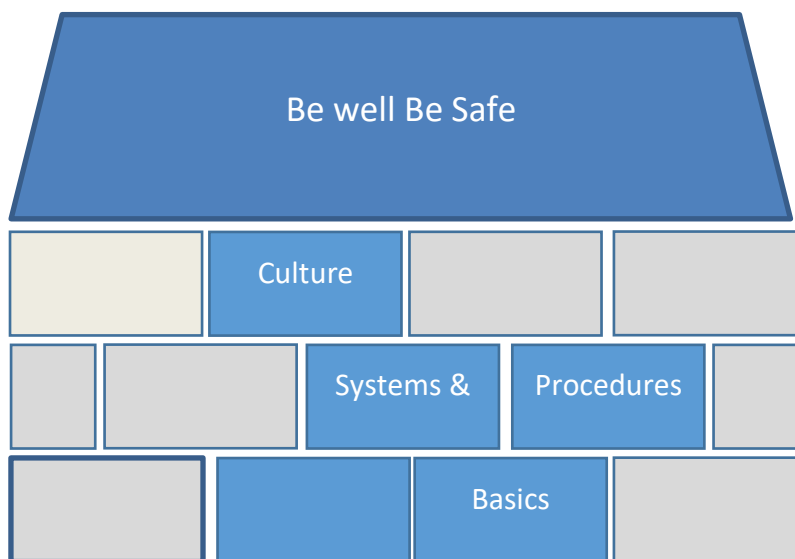


Health and Safety Management Strategy – St Cuthbert's Multi Academy Trust 2018-2019

The overall responsibility for safety, health and wellbeing within St Cuthbert's Roman Catholic Multi Academy Trust (SCRCMAT) is vested in the Chief Executive Officer. Directors fully recognise and accept their responsibilities as an employer under the Health and Safety at Work etc Act 1974.

Health and safety is a line management responsibility and all managers must embrace health and safety management as an integral part of their duties. All SCRCMAT employees have a statutory duty to take reasonable care for the safety and health of themselves and others who may be affected by their acts or omissions.

This document sets out our priorities for the next 3 years in terms of making improvements to the health and safety of our employees and the learning communities that they serve.



Getting our health and Safety House in order. Strong Foundations, building suitable systems and procedures that fit together to support and organisational culture which keeps us all safe and well at work.

St Cuthbert's Roman Catholic Multi Academy Trust aims to achieve a strong health and safety culture, recognising that employee commitment, involvement and support are fundamental to maintaining proactive safety management and continued health. The following key themes make up our strategy. These are augmented by the health and safety policy, systems and procedures. We aim to build on strong foundations and therefore we will concentrate on getting the basics right, improving our systems and procedures and developing a culture where health and safety is second nature.

1. Culture

We currently have a culture of health and safety that is inconsistent, there are areas of excellent practice and there are areas where employees don't think about health and safety at all.

What we aim to achieve is a culture where:

- Our leaders are role models of good health and safety practice, this requires them to demonstrate visibly that they are committed to making the workplace a healthy environment that is safe;
- Our staff are committed to contributing to a good health and safety culture, by being observant, reporting risks, removing hazards where it is safe to do so and looking out for each other;
- All those who work in SCRCMAT adhere to the rules of health and safety and hold others to account where they see non-compliance;
- All those who work in SCRCMAT are engaged and embrace a learning attitude to improve their own and others competence at managing health and safety effectively.
- Responsibilities and expected behaviours are clearly defined and monitored.

In order to achieve these aims the following actions will be taken:

- Annual health and safety audits will be completed, recorded and utilised to monitor health and safety standards of all member schools;
- Directors will have a standing agenda item on their routine meetings to monitor health and safety management and discuss any health and safety issues;
- The Senior Estates Manager will monitor health and safety standards and provide reports to the Directors routine meetings;
- School Managers will undertake the tasks in the Managers annual checklist;
- Communication procedures will be developed to update all staff about health and safety;
- Staff will be asked for suggestions on how to improve health and safety in their work area or across the MAT;
- Gaps in the required levels of health and safety knowledge and skills will be identified and training provided where required;
- In the first year we will develop a health and safety improvement campaign - **Who is responsible and accountable? We all are!** This will include ways to encourage staff to be engaged in feedback and learning from incidents/accidents/near misses. This will then be launched and monitored in the following years.

2. Systems and procedures

Currently, SCRCMAT member schools have varying systems in place for the management and control of health and safety which has served them well, however there are some gaps at school level and in establishing the MAT, the directors have inherited a responsibility to ensure that consistent health and safety management systems and procedures, which ensure that all facets of the organisation remain compliant with statutory and regulatory legislation are identified and established.

We aim to develop a health and safety management system that:

- Is straightforward and easy to interact with;
- Helps and assists school managers to complete their responsibilities and monitors this so that there can be corporate oversight;
- Utilises technology to enable people to access and use information easily;
- Keeps everyone in the organisation safe and minimises the risk of enforcement.

To achieve these aims we will:

- Undertake audit and gap analysis of our current system;
- Use our intelligence obtained through from audit and accident reporting to inform risks and identify solutions;
- Train our workforce to achieve competency in health and safety at all levels;
- Train our workforce to achieve competence and confidence in the use of our health and safety management system;
- Build a business case which identifies the right technology, to be purchased, which will support the organisation in achieving these aims.

3. Getting the Basics Right

As of September 2018, SCRCMAT has in place the corporate health and safety policy framework to support health, safety and welfare. We plan to develop consistent systems and procedures across the MAT to achieve statutory and regulatory compliance.

What we aim to achieve by 1st January 2020 is:

- All member schools have been audited to establish a benchmark and provided with a health and safety management action plan;
- All member schools have closed the gaps by addressing the issues identified in their health and safety action plan;
- Robust reporting systems are in place which enable health and safety monitoring at board level;
- Suitable, affordable technology is in place which supports the management of health and safety across the MAT;

- All schools have the capacity and competence to complete the tasks in the School Managers Health and Safety Management Calendar – Appendix 2;
- All employees have received health and safety training relevant to their post.

To support schools in assisting the MAT in achieving these aims we will:

- Provide health and safety support through the Senior Estates Manager, The Senior Facilities Manager and Stallard Kane Health and Safety Consultancy;
- Provide health and safety management forms and templates;
- Identify and provide suitable health and safety management software and the training in how to use it;
- Regularly monitor health and safety management in member schools, report findings to the MAT Directors and provide feedback to school managers;
- Monitor and provide health and safety information and training.

The Health and Safety Plan

The strategy will be implemented through a Health and Safety Plan which will be identified and implemented by the Senior Estates manager.

Monitoring and Review

The Health and Safety Management Strategy and Plan will be monitored and reviewed by the Trust Board annually.

Appendix 1

The Health and Safety Management Action Plan

The implementation of this strategy will be initiated and guided by regular Health and Safety Action Planning, produced by the Senior Estates Manager and authorised by the Trust Board. The action plan will be reviewed and amended annually by the Senior Estates Manager using information and intelligence obtained from school health and safety audits and provided for the Trust Board to enable health and safety performance monitoring and objective setting .

Initial Health and Safety Management Action Plan - September 2018

Estate Management Responsibility Area	Recommendation	Responsible Person(s)	Aim	Deadline for Completion
Safety, Health, Environmental Quality Management	Complete and record an audit of current health and safety management systems and procedures in all MAT member schools in accordance with ISO 1800:1	Estates manager Facilities Manager SKa	Identify gaps and shortfalls in current health and safety management provision and record benchmarks	30/10/2018
	Liaise with SHEQ contracted competent provider		Produce prioritised improvement action planning for all schools and the information of Trustees for approval and monitoring purposes	30/10/2018
			Commence implementation of action planning priorities under the guidance of the SEM / SFM and monitor progress	30/11/2018 – August 2019
	Re-audit		Ensure appropriate and safe use of estate and compliance with H&S legislation as a minimum and recognised best practice where practicable	Review progress against initial action plan and amend action plan aims and objectives for the forthcoming year in order to guide and monitor continual improvement

The following health and safety management system is produced in accordance with HSG65 and will be used to guide the management of achieving the Trust's stated health and safety objectives:

Responsibilities and arrangements for achieving health and safety objectives – the health and safety management system:

PLAN

Set corporate health and safety policy and objectives – **Trust Board**

DO

Communicate health and safety policy to all stakeholders – **CEO**

Compile and maintain school specific risk register – **CEO**

Undertake and record school specific risk assessment – **HEADTEACHER**

Identify need and provide health and safety instruction and training - **HEADTEACHER**

Report incidents – **All Employees**

Complete and record internal audit and inspection to inform annual corporate review and school specific action planning - **HEADTEACHER**

Provide advice, systems, guidance and support in working towards achieving aims and objectives – **Senior Estate Manager (SEM) / Senior Facilities Manager (SFM)**

Work to achieve stated health and safety objectives by consulting with specialists and employees and giving consideration to health and safety when planning and decision making at all levels – **All employees**

CHECK

Complete annual workplace inspection and report to the Trust Board – **HEADTEACHER / SEM assistance**

Complete external audit and produce school specific improvement action planning – **SEM / SFM / SKa Associates**

Monitor and review effectiveness of policies, procedures and systems – **SEM / SFM**

ACT

Provide a health and safety report to the Trust Board to enable corporate policy and objectives to be reviewed and amended – **SEM**

Review corporate health and safety policy and objectives – **Trust Board**

Frequencies:

- Review corporate health and safety policy and objectives – *Annually in September*
- Health and safety inspection - *Annually*
- Health and safety audit - *Annually*
- Health and safety report to Trust Board - *Termly*
- Risk assessment review – *Annually or as significant changes occur*

Appendix 2

School Managers Health and Safety Management Calendar September 2018 – 2019

Month	Tasks	Date complete ✓
January	Review the school's health and safety audit action plan and identify budgets and timescales for addressing the issues identified.	
February	<p>Complete the school's First Aid Risk assessment and ensure you have sufficient numbers of suitably qualified First Aiders in place at all times.</p> <p>Review and record progress against the school health and safety action plan.</p>	
March	<p>Review the school's Fire Risk Assessment and amend if required.</p> <p>Review your school's arrangements for Fire and Emergency evacuation by completing a Spring Term emergency evacuation drill, recording the outcome and providing a de-brief for all involved.</p> <p>Review any PEEP's (Personal Emergency Evacuation Plans).</p>	

	<p>Check Fire Marshalls / Fire Wardens are in place and training is up to date.</p> <p>Review and record progress against the school health and safety action plan.</p> <p>Provide Spring term accident and incident figures to Trust Estate Team.</p>	
April	<p>Review Lone Worker risk assessments and arrangements and amend as necessary.</p> <p>Complete annual medical questionnaire.</p>	
May	<p>Complete and record DSE Assessment.</p> <p>Check driving licences and insurances of relevant staff.</p> <p>Review and record progress against the school health and safety action plan.</p>	
June	<p>Review whole school Risk Assessment. Update and amend as necessary.</p> <p>Update the school risk register and provide risk assessment information with staff and trade unions.</p> <p>Review and record progress against the school health and safety action plan.</p>	
July	<p>Review the school PPE assessment and amend as necessary.</p> <p>Review your school's arrangements for Fire and Emergency evacuation by completing a Summer Term</p>	

	<p>emergency evacuation drill, recording the outcome and providing a de-brief for all involved.</p> <p>Review and record progress against the school health and safety action plan.</p> <p>Provide Summer term accident and incident figures to Trust Estate Team.</p>	
August	<p>Review your progress for the first half year of the Calendar and catch up on any actions missed.</p>	
September	<p>Receive updated MAT Health and Safety Policy and provide for all employees and volunteers.</p> <p>Ensure that the public liability insurance, health and safety policy statement and environmental policy statement are prominently displayed along with the Health and Safety Law poster.</p> <p>Check a health and safety induction was completed and recorded for all staff and volunteers when they commenced employment.</p> <p>Review and record progress against the school health and safety action plan.</p>	
October	<p>Review the school risk assessment and arrangements for Legionella, Asbestos control and amend as required.</p> <p>Review your school's arrangements for Fire and Emergency evacuation by completing an Autumn Term</p>	

	<p>emergency evacuation drill, recording the outcome and providing a de-brief for all involved.</p> <p>Review and record progress against the school health and safety action plan.</p>	
November	<p>Review the school risk assessment and arrangements for Working at Height and Manual Handling and amend as required.</p> <p>Review and record progress against the school health and safety action plan.</p>	
December	<p>Review the school COSHH risk assessments and amend as necessary.</p> <p>Review and record progress against the school health and safety action plan.</p> <p>Provide Autumn term accident and incident figures to Trust Estate Team.</p>	