



# Health, Safety & Wellbeing Policy

## 2023/24

**Document 1: The HS&W policy statement and commitment, the strategic organisation and the summary of arrangements.**

Date	People involved	Notes
September 2022	Dr Daniel Doyle (CEO); Anne Rolls (Chair of the Board)	Version: 1
April 2023	Gloria Speed (Estates & Operations); Jo Hughes (Delegated Services)	Version: 2

## Document 1: Health and Safety Policy Statement

**Document 1** introduces the general statement of commitment to ensuring health, safety and well-being of employees and other people. This is to meet the statutory requirements of the *Health and Safety at Work etc Act 1974*. Where appropriate the links with safeguarding and other related topics are mentioned. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement.

**Document 2** goes into more detail about the organisation and arrangements. The two documents together provide the main health, safety and well-being policy.

On specific important topics additional arrangements and sub-policies will follow leading to risk assessments, training and other aspects of good management.

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## **Statement of Health, Safety and Wellbeing Policy for The Cardinal Newman Educational Trust for 2023.24**

This statement of "Health, Safety and Wellbeing Policy" is produced in respect of Cardinal Newman Catholic Educational Trust. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters.

### **1.0 The Cardinal Newman Catholic Educational Trust Statement of General Policy**

1.1 The Cardinal Newman Catholic Educational Trust (Newman Catholic Trust) is the employer of its staff both centrally and at its academies. The Newman Catholic Trust will maintain strategic oversight of Health & Safety policy and procedures for all Trust academies. There is a strong relationship with the Catholic church, however the Newman Catholic Trust will delegate responsibility to the Local Governing Committees (LGC) and Academy Principal to maintain local oversight of local health & safety needs, policies and procedures. Where an Executive Principal model is in place over a school, responsibility will be delegated to the Head of School (HoS).

Together they will:

1.1.1 Accept its responsibility for setting out the overall establishments HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:

- Harm, injury and ill-health to children, employees, parents, contractors, visitors to the school and members of the general public;
- Damage to property, plant, machinery, equipment, tools and other materials;
- Harm to the environment

1.2 Ensure, so far as is reasonably practicable, that the establishment's budget reflects the finance necessary to implement Health, Safety & Wellbeing requirements.

1.3 Accept its responsibility under the Health and Safety at Work etc Act 1974, so far as is reasonably practicable to:

1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health;


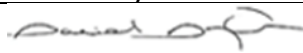
1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;

1.3.3 Provide suitable and sufficient information, instruction, training and supervision to enable all employees, children, parents and carers at the establishment to perform their work, learning and play safely and efficiently;

1.3.4 Promote the development and maintenance of sound HS&W practices ensuring that any actions taken are inclusive and non-discriminatory;

- 1.3.5 Maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises;
- 1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees, children, parents and carers.
- 1.3.7 Provide as necessary personal protective equipment (“PPE”) to all employees, volunteers, parents, children and visitors in the setting, for the safe use of plant, machinery, equipment, tools, materials and substances for work or within the curriculum.
- 1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the establishment. In particular they will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups are also health and safety aware.
- 1.3.9 Keep themselves up to date on relevant health, safety and wellbeing matters through governors’ professional development, advice from the Trust, and the setting’s competent person, the Principal/Head of school and the H&S Governors.
- 1.4 Recognise the requirement to engage and consult staff on Health, safety and Wellbeing matters which will be achieved by discussion through the setting’s safety committee, or other effective means.
- 1.5 Agree that one of our trustees is to be designated the “Health and Safety lead,” who will attend meetings of the safety committee and speak on HS&W matters. H&S lead trustee has a relationship with all of our Academies’ Local Governing Committees and will support and oversee the work of the lead HS&W governors of the LGCs.
- 1.6 Delegate authority for the development and implementation of this policy to the Principal/Head of school who will:
  - ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary and part-time employees) at their academy.
  - The Principal/Head of school will also bring it to the attention of parents/carers, agency and other contract staff, contractors, volunteer helpers and the children so that they fulfil their duties to co-operate with this policy.
  - The Principal/Head of school will liaise with other agencies and groups using the site to ensure consistent health and safety outcomes.
- 1.7 Recognise their responsibility for monitoring HS&W performance, including auditing and will require the Principal/Head of school to present an annual report on Health and Safety, Wellbeing and related matters. This will include evidence of safety inspections carried out by representatives of the setting at least three times a year.
- 1.8 Seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Cross-cutting matters such as safeguarding and inclusion will be linked in so there are no policy gaps.

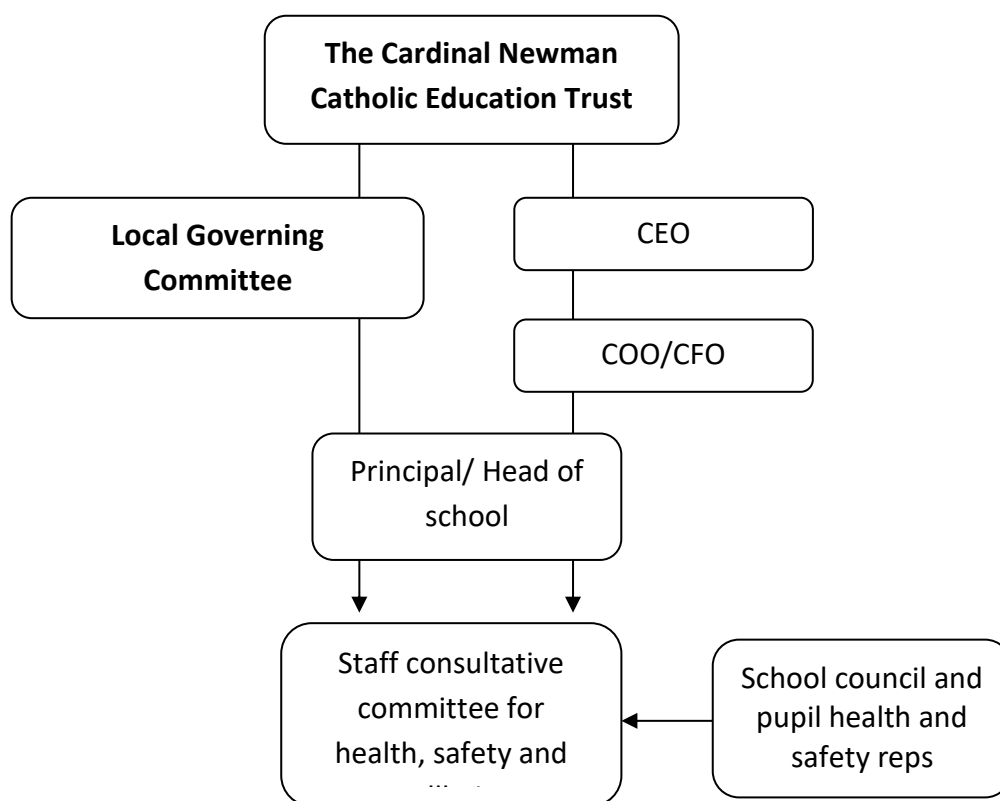
- 1.9 Review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

Signed by the Chair of the Board		Signed by the CEO	
Name	Chris Izuka	Name	Daniel Doyle
Signed		Signed	
Date:	April 23	Review Date:	April 24
Display points: HSW Noticeboards, online, induction packs.			

**2.0 Organisation and arrangements of the Trust for health, safety and wellbeing**

2.1 The Board of Directors of The Newman Catholic Trust recognise the need to identify organisational arrangements in the Trust for implementing, controlling and monitoring HS&W matters. In this matter they follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. They also accept the need to consult individuals before allocating particular health, safety and wellbeing functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

2.2 Functional elements: Committee structure



2.3 Functional elements: School organisation for health, safety and wellbeing showing links with safeguarding and food safety etc. can be found in Doc 2 and is local to each setting within the Trust

## Table of posts with major health and safety roles: Trust and Board

**Table 1**

Post No.	HS&W Role	Position with Responsibilities
	Chair of the Board	
	CEO	
	CFO	
	COO	

### 3.0 School Health, Safety & Wellbeing Committee

3.1 The local academy will incorporate health, safety and wellbeing within the roles and responsibilities as appropriate.

3.1.1. The local academy recognises that the way forward in achieving effective management of the school's HS&W Policy and the arrangements necessary to fulfil the obligation includes the staff HS&W Consultative Committee. This will comprise of the Principal/ Head of School, Union H&S representative/ representative of employee safety and the HS&W named Governor as a minimum

Other people who may be able to contribute to matters under discussion when relevant for example: The School Business manager/ Bursar, The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENCo, staff with safeguarding roles, Site managers/caretakers.

H&S Advisors will be used as necessary.

3.1.2. The HS&W Committee shall meet regularly so as to give time and full consideration of:

- Risk assessments, incident information, safety procedures and working practices;
- Reports on premises inspections, compliance, and building works,
- The resources required for training and development and other HS&W matters.

3.1.3 The HS&W Committee shall in addition meet annually in order to exercise an overview of the school's HS&W performance and to produce a report for the Trust Board

### 3.2 Arrangements for Safety Representatives or consultation with Employee Representatives.

3.2.1 Liaison and communication will take place with Trade Union Safety Representatives, or consultation with Representatives of Employee Safety about problems, hazards or defects either arising from or relating to activities at the school.

- 3.2.2 While most problems will be dealt with as they arise on a day-to-day basis those with longer term implications will also be discussed at the HS&W Committee.

See: <http://www.hse.gov.uk/involvement/index.htm>

- 3.2.3 Specific issues that require immediate action will be taken after consultation with The Principal/ Head of School

#### **4.0 Monitoring and auditing Health, Safety and Wellbeing Performance**

- 4.1. The LGC will require The Principal/ Head of School to provide an annual report on all HS&W matters which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.
- 4.2. The report will provide an annual overview of for example:
- Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
  - Emergency procedures including fire precautions and first aid;
  - Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
  - Internal and external inspections as well as audits;
  - Wellbeing.
- 4.3. An external health, safety and wellbeing audit will be commissioned. This may be every two years initially but if performance is good the interval may be extended.

#### **5.0 References**

The Health and Safety Executive website provides an extensive range of information.

Visit: [www.hse.gov.uk](http://www.hse.gov.uk)

Key useful documents include:

HSG 65 Managing for Health and Safety which can be downloaded free at

<http://www.hse.gov.uk/pubns/books/hsg65.htm>

INDG 275 (rev1) Plan, do, check, act

<http://www.hse.gov.uk/pubns/indg275.pdf>

INDG 417 Leading health and safety at work

<http://www.hse.gov.uk/pubns/indg417.pdf> and from DfE:

Department for Education Governors' Handbook Oct 2020

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/925104/Governance\\_Handbook\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf)



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**This is the end of Document 1. Please see Document 2 for the “Organisation and Arrangements” where each post and role is described in rather more detail with key tasks. The main management activities are also laid out.**

Produced by the CEO, Delegated Services, as Competent Person

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