

EDUCATION DEVELOPMENT TRUST

STATEMENT OF INTENT

Maintenance

Policy owner	Health and Safety
Review	September 2021
Next review	September 2022

Version Control

Version Number	Date
Version 4	September 2021

If you have questions about how to interpret this policy, please ask Property Services



Statement of Intent

The Trustees and Leadership Team are fully committed to the development of a positive health and safety culture throughout Education Development Trust. Our people are critical to the delivery of our vision, and we must do all we can to protect and safeguard their health, safety, welfare and wellbeing.

Aims and Objectives

Educational Development Trust will enhance the visibility of health, safety and wellbeing throughout the Trust by promoting a positive health and safety culture, and through implementation of the new global Wellbeing strategy.

The goal will be achieved through the following objectives:

1. Improve the leadership and ownership of health, safety & wellbeing across the Trust, at all levels.
2. Improve the knowledge and understanding of the health, safety and wellbeing risks relevant to the organisation.
3. Improve monitoring systems to actively manage health, safety and wellbeing performance, and ensure visibility of performance at all levels.
4. Improve communications related to health, safety and wellbeing through established networks, training and shared access.

Specific actions that help achieve the objectives are set out in the annual H&S report (based on the principles of HSG65) and the Global Wellbeing Strategy. A copy can be obtained upon request to property.services@educationdevelopmenttrust.com.

The Chief Executive is ultimately responsible for health, safety and wellbeing across Education Development Trust, with operational management being delegated to the Leadership Team and the Senior Management Group. Heads of Department and Managers are required to manage health and safety in their respective business areas. Staff are expected and encouraged to work collaboratively towards achieving our health & safety goals, and to always act responsibly with consideration to health and safety.



Patrick Brazier
Chief Executive
Education Development Trust

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ORGANISATION

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SCOPE

This section of the Trust's Health and Safety Policy is applicable to Education Development Trust (or 'the Trust'). The content and instructions are a mandatory part of the Health & Safety Management System.

POLICY

All employees working at the Trust (whether an employee, pupil, visitor, contractor, or young person) has a level of responsibility relating to health & safety. This section of the policy details all roles and their health & safety responsibilities. Educational establishments should also review appendix one of this Policy – *Supplementary Responsibilities in schools*.

ROLES

All employees

- Take reasonable care of themselves and others whilst at work.
- Bring health and safety concerns to the attention of a manager as soon as they are identified.
- Stop any activities, which feel or appear unsafe and report the situation to a manager.
- Be aware of the fire precautions and evacuation arrangements, first aid procedures and incident reporting system.
- Participate in health and safety training.
- Have an awareness appropriate to the job description, of the Trust's health & safety framework and the associated documents, and where to locate them.
- Use any machinery, equipment, dangerous substance, or safety device, only in accordance with any training or instructions given and in compliance with the relevant statutory provisions.
- Use personal protective equipment (PPE) where necessary which has been provided as being a necessary requirement for the task.

Responsible Persons

- To act as the local lead on health & safety matters.
- To ensure all regular checks are completed and records maintained (e.g., fire alarm testing).
- To ensure the site(s) remain well maintained, contacting Property Services to deal with any issues or concerns.
- To take the lead in managing emergencies and incidents at the site(s), with support from Property Services.
- To act as the link between the local site(s) and the central health and safety team within Property Services.
- To be a support to Property Services, along with the local site/line manager in respect to maintaining compliance.
- Familiarise self with the Annual Property Services Audit (APSA) and specialist risk assessments for fire, legionella, and asbestos.

- Attend any training recommended by Property Services and be the health and safety champion for relevant sites.
- Provide advice, guidance and assistance for health and safety matters to persons within their local responsibility.
- Promote to all staff the importance of recording all incidents including “Near Misses”.

All Managers & Senior Managers

- Ensure this health and safety policy is communicated and understood by all direct reports and consultants.
- Have an awareness of the significant local health and safety risks and control measures.
- Ensure all new starters receive a health & safety induction within the first week of employment.
- Lead by example, promoting a positive health & safety culture.
- With assistance from a Responsible Person (outlined previously), investigate all accidents, near misses and safety concerns reported, with support from Property Services.
- Ensure health and safety is discussed and recorded during meetings where appropriate, encouraging suggestions and comments from employees, reporting these back to Property Services.
- Ensure that any contractor entering their business area is competent and that all contractors and visitors are adequately supervised.

Property Services team

- Be aware of the Health and Safety legislation governing Property Management.
- Ensure all sites comply with the Health and Safety Framework of policies.
- Undertake Annual Property Services Audit (APSA) for each site.
- Lead by example, promoting a positive health and safety culture.
- Attend local Health and Safety Action group meetings.
- Respond to calls and queries received via the helpdesk relating to health and safety matters.
- Oversee the maintenance of the health & safety incident reporting system and maintain adequate records, providing reports on trends and identified issues

Global Property Services Manager

- Act as the Trust’s health & safety competent person, providing specialist operational support and advice to internal stakeholders.
- Ensure senior managers are aware of their health and safety responsibilities.
- Implement the Trust’s health & safety framework, ensuring all documents and advice meet the needs of the business.
- Own the drafting of effective, easy to understand and meaningful health and safety policies, procedures, and processes.
- Ensure the Trust has an understanding of all health & safety compliance standards in the UK through regular effective communication and stakeholder engagement.
- Maintain alignment with the annual health & safety plan providing regular reports on progress.
- Provide information, support, and guidance on training requirements for individual roles.
- Oversee the administration of RIDDOR reporting throughout the UK.

- Investigate all RIDDOR reportable accidents to lead and conclude investigations, ensuring lessons learnt are shared and policies/risk assessments are updated where appropriate.
- Monitor the ongoing annual property services assessment (APSA) process, overseeing the regular review of health & safety issues, and providing practical support to operations to assist continual improvement.

Leadership Team

- Have an awareness of the significant risks and control measures.
- Have an awareness of this policy and the Trust's Health and Safety Framework.
- Appoint a senior manager to support Property Services to 'champion' health and safety.
- Consider health and safety competency when deciding on senior management appointments.
- 'Design-in' health and safety when implementing change.
- Be aware of work-related ill health absence across the Trust and its impact.
- Include health, safety, and welfare performance update in Trust annual reports where appropriate.

EDUCATION DEVELOPMENT TRUST

ARRANGEMENTS SECTION

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1. SCOPE

This section of the Trust's Health and Safety Policy is applicable to Education Development Trust (or 'the Trust'). The content and instructions are a mandatory part of the Health & Safety Management System.

2. POLICY

This section describes the arrangements in place across the organisation to ensure hazards are assessed and reduced for the benefit of all. It explains the control measures and policies Education Development Trust maintains to ensure a best practise approach to health and safety. To ensure that the Trust meets its duty of care in relation to health and safety, the Trust must maintain the following:

- A working environment that is (so far as reasonably practicable) safe, and in which risks to health and the environment are controlled.
- Adequate and appropriate facilities and arrangements for welfare at work.
- Expertise and resources (including communication and consultation, planning, monitoring, inspection, and auditing procedures) to ensure effective management of health, safety, and welfare across the Trust.
- Controls that ensure staff and contractors employed are competent and carry out risk assessments.
- The provision of information, instruction, training, and supervision at all levels necessary to ensure that staff, students, and any other stakeholders are aware of the hazards in the workplace, together with the appropriate measures to be taken to protect against these hazards.
- Effective consultation with staff and other stakeholders in matters relating to health, safety, and welfare.
- Professionally managed and maintained plant and equipment so that it is (so far as reasonably practicable) safe and that risks are controlled.
- The safe use, handling, storage and transport of hazardous items and substances.

Planning and Control of Health and Safety

Property Services will produce an annual health and safety plan for the ongoing management and development of health & safety standards and policies across the organisation. It will detail the actions to be taken to meet the health and safety objectives of the Trust, outlined in the Statement of Intent. The content of the plan will be shared with the Leadership Team and the Senior Management Group for information.

Driving for work purposes

Education Development Trust must ensure its employees are competent to drive and their vehicles are safe. Any employee who uses their own vehicle for work purposes (meetings, training, site visits, errands etc) must complete a driver declaration form, via RESCUE (online portal). The employee must have business insurance included within their personal policy. The cost of this rests with the employee as business insurance has been calculated into the mileage allowance. Completion of the driver Declaration forms will be periodically reviewed.

Eye Care

Education Development Trust has a legal duty to provide free eye tests for employees habitually using display screen equipment (DSE). The eye tests are provided to ensure the employee can comfortably see the screen and work effectively without visual fatigue.

Ergonomic Support

If an employee feels the need for additional ergonomic support to improve their workstation comfort (e.g., wrist support, specialist chair, footrest, lumbar support) a workstation assessment should be completed with the line manager.

Training

Education Development Trust has both a legal and moral duty to ensure employees are trained and competent on health and safety matters relative to their role. The Health and Safety Employee Training Matrix lists the level of training employees need to receive.

The Responsible Persons training course is provided by the Health and Safety Team and is a mandatory requirement for at least one member of staff, ideally with financial influence, at each site. This ensures that we have an effective link for health and safety between operations and the central team.

Consultation

Consultation is a two-way process, listening and talking about health and safety and the nature of the work undertaken by employees; how risks are controlled and the best ways of providing information and training.

It is the intention of the Trust to consult with employees on matters relating to health and safety at work and to use the following as consultation opportunities:

- Inductions
- Annual performance reviews
- Annual health and safety audits
- Incident reporting
- Health and Safety Action Groups
- Training and network communications

Health and Safety Concerns / Suggestions

If employees have health and safety concerns or suggestions, there are several channels to communicate these, including:

- Via the Line Manager
- Via your nominated Health and Safety Representative
- Via your local Health and Safety Action Group
- Report the issue via Rescue
- Contact the Global Property Services Manager
dbiddell@educationdevelopmenttrust.com,

Employee Wellbeing

Insight Healthcare is the Trust's Employee Assistance Programme. There are three main functions of support as listed below:

1. Insight can support employees with any work or non-work issues. This includes feeling low, family issues, relationships, addiction, abuse and self-harm, bereavement, and stress.
2. Insight offers free financial and legal advice
3. Insight offers support for Line Managers in dealing with any potentially difficult situations or conversations with employees.

Insight can be contacted via the following methods:

Telephone 08000277844 or 03005550120
Email: support.wellbeing@InsightHealthcare.org
Employee Portal Username: insighthealthcare@educationdevelopmenttrust.com
Password: insight-healthcare

Mental Health First Aiders

The Trust has a network of trained Mental Health First Aiders for business areas across the UK. Essentially, their role is to:

- Spot the early signs and symptoms of mental ill health.
- Start a supportive conversation with a colleague who may be experiencing a mental health issue or emotional distress.
- Listen to the person non-judgementally.
- Assess the risk of suicide or self-harm.
- Encourage the person to access appropriate professional support or self-help.
- Escalate to the appropriate emergency services, if necessary.
- Maintain confidentiality as appropriate.
- Complete critical incident documents as and when necessary; and
- Protect themselves while performing their role.

A list of Mental Health First Aiders, and their contact details, are available on the Learning Hub.

Mental Health First Aid provision is part of the Trust's Wellbeing Strategy.

Monitoring and Review

Education Development Trust embraces its responsibility to monitor its standards of health, safety, and wellbeing across the organisation. The following monitoring activities are undertaken:

- 1) Annual Property Services Audits (APSA's).
- 2) Progress against the annual Health and Safety Plan.
- 3) Incident reporting.
- 4) Risk Register.
- 5) Communication with the Responsible Person Network and MHFA team.
- 6) Employee work related ill health/absence rates.
- 7) Number of Enforcement Authority Interventions.
- 8) Number of civil claims and insurance premium rates.

RIDDOR – (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Certain events are legally reportable to the Health & Safety Executive (HSE) under these regulations. Failure to report within the given timeframe will have serious consequences.

Property Services is responsible for reporting RIDDOR events to the HSE. Sites should refer any reportable incidents to Property Services immediately. **This is to ensure the Health and Safety Team are aware of the event, can follow reporting requirements and can carry out a full investigation, assisting sites to make improvements where required.**

3. ROLES

Roles and Responsibilities associated with this policy are detailed in the Organisation Section.

4. RELATED DOCUMENTS

The Health and Safety Framework

The Trust has a suite of topic specific health and safety policies which constitute the Trust's Health and Safety Framework, covering each of the areas in this policy, and other essential topics. Each policy provides information on the relevant health and safety legislation and policy procedures detailing safe systems of work.

The legal standards set out in the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation are to be regarded as minimum standards for health and safety compliance.

The Health and Safety Framework consists of the following policies:

- Corporate Health and Safety Policy
- Accident and Incident Policy
- Adverse Weather Policy
- Management of Asbestos Policy
- Management of Contractors Policy
- Control of Substances Hazardous to Health Policy (COSHH)
- Critical Plant and Equipment Policy
- Display Screen Equipment Policy
- First Aid and Infection Control Policy
- Electrical Safety Policy
- Fire Safety Policy
- Home Working
- Lone Working Policy
- Manual Handling Policy
- Managing Medicines Policy
- New and Expectant Mothers Policy
- Risk Management Policy
- Stress Management Policy
- Safe Driving at Work Policy
- Water Hygiene Policy
- Working at Height Policy

All policies can be found on the Policies SharePoint page or by request to Property Services.

The Framework is reviewed periodically.

Appendix 1 – Supplementary Responsibilities in Schools.

Introduction

Everyone has a duty of care to both themselves and others. The following roles have been identified as critical in ensuring the effectiveness of implementation, management and monitoring of safety processes and procedures.

All staff

- Take reasonable care of themselves and others whilst at work.
- Bring health and safety concerns to the attention of the Business Manager as soon as they are identified.
- Stop any activities, which feel or appear unsafe and report the situation to the Business Manager.
- Be aware of the fire precautions and evacuation arrangements, first aid procedures and incident reporting system.
- Participate in health and safety training.
- Use any machinery, equipment, dangerous substance, or safety device, only in accordance with any training or instructions given and in compliance with the relevant statutory provisions.
- Use personal protective equipment (PPE) where necessary which has been provided as being a necessary requirement for the task.
- Support the pupils to follow safety measures/routines.
- Raise any concerns regarding points of failure or barriers to the effectiveness of safety routines to the H&S Action Group.
- Raise any concerns regarding wellbeing to the H&S Action Group.
- Raise any concerns regarding safeguarding to the DSL.

Health and Safety Action Group

- Attend H&S Action group meetings.
- Support an open and transparent H&S culture in the school.
- Collate concerns from the wider staff for discussion at H&S Action group meetings.
- Communicate decisions made during H&S Action group meetings to wider staff.
- Continually monitor compliance with safety measures across the school.
- Escalate any known non-compliance to the Business Manager.
- Provide input to the regular review of risk assessments.
- Provide input to policy reviews.

Site team

- Ensure premises are maintained in line with risk assessments and policy.
- Ensure contractors coming onto the site are properly inducted, comply with school safety measures, are supervised, and are managed according to the contractor policy.
- Ensure the contractor checklist is fulfilled.
- Support teaching staff to ensure hazards are identified and reduced.

- Undertake building walks daily to ensure all signage remains in place.

Business Manager (Responsible Person)

- Ensure there are always sufficient first aiders and fire wardens on site.
- Ensure there are sufficient resources, including Fire safety equipment, first aid supplies and PPE for employees.
- Ensure evidence of compliance is maintained, including service records, certifications, training records and testing logs.
- Ensure the new staff induction process includes an overview of the H&S risks within the school; the fire and first aid procedures, accident reporting procedures, DSE awareness and safeguarding control measures.
- Investigate any accident or incident, escalating Category 1 or 2 accidents to the Trust.
- Ensure risks assessments are suitable and sufficient, regularly reviewed, and control measures are implemented.

Principal

- Promote an open and transparent H&S culture within the school.
- Ensure policies are regularly reviewed.
- Ensure risk assessments are suitable and sufficient and regularly reviewed.
- Ensure employees have sufficient time to carry out their H&S duties.
- Ensure employees have access to training and a training log is maintained.
- Ensure accidents and incidents are investigated in line with policy.
- Escalate any concerns to the Trust.

Property Services (Ed Dev Trust)

- Ensure the Health and Safety Framework is suitable, sufficient, and regularly reviewed.
- Monitor legislation and advise the school of any changes.
- Support the school with local policies.
- Support the H&S Action Group, Business Manager and Principal.
- Undertake the APSA (annual Property Services audit) in line with the agreed timeframe and support the school to fulfil any remedial actions.
- Investigate any accident or incident in line with the Category Matrix.
- Undertake RIDDOR reporting where required.

Appendix 2 – Mental Health First Aiders – Key Tasks and Responsibilities

Introduction

The role of a Mental Health First Aider within the organisation includes the following elements:

Early Signs

Spot early signs of mental health issues – The first aider should be alert to changes in a colleagues' normal behaviour. This could include atypical behaviour for that individual, such as becoming more short tempered than usual or withdrawing from their usual activities.

Be a first point of contact for employees – The first aider can be a first point of contact for an employee who is experiencing a mental health issue or emotional distress.

Be a first point of contact for employees who have concerns about a colleague – Employees can approach the first aider to discuss any concerns that they have about a colleagues' mental health and wellbeing, when they are unsure what to do or say to help.

Offering Support

Have a conversation with the employee – The first aider can have an initial supportive and non-judgemental conversation with the employee. It may be that the employee simply needs someone to talk to.

Encourage the employee to access appropriate external help – It may be appropriate for the first aider to explore with the employee the external support available. In some circumstances, the first aider could encourage the employee to seek professional support via their GP, counselling, or mental health support services.

Take appropriate action where there is risk of harm – First aiders are trained to respond to a crisis situation where an employee may be at risk of harm to themselves or, in rare circumstances, others. They should be able to step in and reassure an employee in distress, while maintaining their own safety and, if necessary, escalating the issue to the emergency services.

Promoting good mental health

Make their role known among staff – The first aider should be prepared for the organisation to publicise their identify as a first aider, for example via the intranet and employee notice boards. Their first aider is also responsible for ensuring that their colleagues are aware of their role, and that they introduce themselves to new staff.

Take part in promotional pushes – The first aider can champion the organisation’s mental health first aider programme and wider wellbeing strategy. They can also promote specific help that the organisation offers, for example the Employee Assistance Programme (EAP).

Take part in specific initiatives – The first aider may take part in specific initiatives, such as setting up support networks, for particular workforce groups or encouraging colleagues to become first aiders.

Communicate regularly with their fellow first aiders – The first aider should work closely with other first aiders, for example on wellbeing promotions and the identification of trends within the organisation (for example a disproportionate number of mental health issues arising within a particular group of employees).

Be an advocate for mental health awareness – As well as taking part in formal initiatives, the first aider should be passionate about reducing the stigma that is associated with mental health issues and normalising the conversations around mental health.

Limits to the Role

A Mental Health First Aider with Education Development Trust **must not:**

Attempt to diagnose or treat mental health issues – First aiders are not health professionals and should not attempt to diagnose their colleagues’ mental health issues or provide other services such as counselling. First aiders should recognise the limitations of their role and know when to help a colleague access professional support.

Invade anyone’s privacy – First aiders need to strike the right balance between supporting their colleagues and intruding in their personal issues. First aiders should assess when their support is welcomed and when they need to step back.

Breach anyone’s data protection rights – First aiders should bear in mind that information which their colleagues share with them is confidential and must not be discussed with others. The exception is where there is a safety critical situation, for example if the first aider believes that someone is at risk of harm.