

# Health & Safety Policy

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# 1. Part 1 - Statement of Intent

## HEALTH, SAFETY AND WELFARE POLICY STATEMENT

Transforming Education in Norfolk (TEN) Group is committed to achieving high standards of health and safety across all of its member organisations. While The TEN Group Board & Group CEO retain ultimate accountability for health and safety matters, all organisation members' staff, students and visitors are responsible for ensuring they take reasonable care of their own health and safety and that of others who may be affected by their actions.

The TEN Group Board and CEO in striving to meet all legal obligations under the Health & Safety at Work etc, Act 1974 and subordinate legislation, will seek, so far as is reasonably practicable to;

- provide adequate control of significant health and safety risks arising from their activities;
- provide and maintain safe plant and equipment and safe systems of work;
- identify a senior manager with specific responsibility for health and safety;
- implement a health and safety management system to include regular audits, inspections and a review of actions arising;
- ensure competent people are appointed to assist in meeting statutory duties including, where appropriate, specialists from external organisations;
- ensure consultation takes place with staff on matters relating to health, safety and welfare;
- provide adequate supervision, information, instruction and training for staff and students;
- provide adequate resources to ensure working and learning takes place in a safe environment on any of their managed sites or at any other workplace.

All member organisations within The TEN Group are to competently manage their activities in relation to the health, safety and welfare of all staff, students, contractors and visitors.

Specific responsibilities for health and safety within The TEN Group are set within this policy under Part 2, Safety Organisation and Responsibilities.

The Health, Safety and Welfare Policy is intended to enable the member organisations, their managers and staff to work together in partnership, to achieve a safe and supportive working and learning environment. It will be reviewed annually by The TEN Group Board.

NB. The signed statement is held by Professional Services.

## 2. Scope

This Policy relates to all TEN Group member companies, activities and premises, including any non-TEN Group associated premises and/or managed areas where staff and students are undertaking approved activities.

The TEN Group Board, all members of staff, students, contractors and members of the public, while on either TEN Group-owned/leased premises or on external locations where approved activities take place, are required to co-operate and assist to ensure compliance with their legal obligations regarding health and safety.

## 3. Legal Environment

### 3.1 Health and Safety Legislation

As with any employer/ employee business there is a duty placed on all parties to ensure, so far as is reasonably practicable, that work practices and procedures are carried out without risk of injury or damage and in relation to the education sector, the following legislation and guidance is particularly relevant:

- Health and Safety at Work, etc. Act 1974
- Management of Health and Safety at Work Regulations 1999.

These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity.

### 3.2 The Educational Environment

An Employer's duties towards employees and others are set out under sections 2 and 3 of the Health and Safety at Work etc. Act 1974; however educational premises can include community activities where non employed persons are able to access sites and buildings outside of normal curriculum activities. Employers and premises occupiers therefore also need to take account of the following in relation to all persons on their premises:

- **Occupiers Liability Act 1957 and the Occupiers Liability Act 1984**, both of which identify responsibilities in relation to ensuring the safety of authorised and unauthorised visitors on site, so far as is reasonably practicable.
- **The Employers' Liability (compulsory Insurance) Act 1969** which demands that employers ensure sufficient cover is provided to compensate employees for injuries sustained as a result of an employer's negligence or breach of a duty of care,
- **Public Liability Insurance** which is required to provide a means of suitable compensation to non-employed persons for non-work related injuries.

## 4. Policy Aims & Objectives

The TEN Group aims to ensure the integration of sound health and safety practices into each member organisations' working and learning activities. Through management of the learning environment at each workplace, The TEN Group will endeavour to ensure that every individual working or studying:

- gains an understanding of the importance of health and safety;
- becomes risk aware by learning how to identify hazards, manage risks safely and minimise them where necessary, to understand the principles of control measures;
- develops a set of safe behaviours so that they play an active part in the process, and acquire practical transferable skills from their experiences.

The TEN Group aims to encourage a proactive health and safety culture which is continually seeking to improve its health and safety performance. This will be achieved, as far as is reasonably practicable, via each of the organisations within the federation, who will;

- ensure health and safety is effectively controlled, by making sure that staff, students, visitors and contractors are made aware of and understand their responsibilities.
- ensure staff are competent, from a health and safety perspective, by providing appropriate and adequate information, supervision instruction and training.
- ensure co-operation and consultation is encouraged with all employees by promoting and supporting the activities of the Health and Safety Committee (where established).
- ensure communication is clear, understandable and visible to all in relation to health and safety.
- ensure safe and healthy working conditions, equipment and systems of work are provided and maintained at all times.

## 5. Methodology

Health and Safety within The TEN Group is managed through each organisation, in line with the Health and Safety Executive guidance HSG 65 ***"Managing for Health and Safety,"*** following a Plan, Do, Check, Act methodology, as follows:

**Plan** - Determine policy/Plan for implementation

**Do** - Profile risks/Organise for health and safety/Implement plans

**Check** - Measure performance (monitor before events, investigate after events)

**Act** - Review performance/Act on investigations

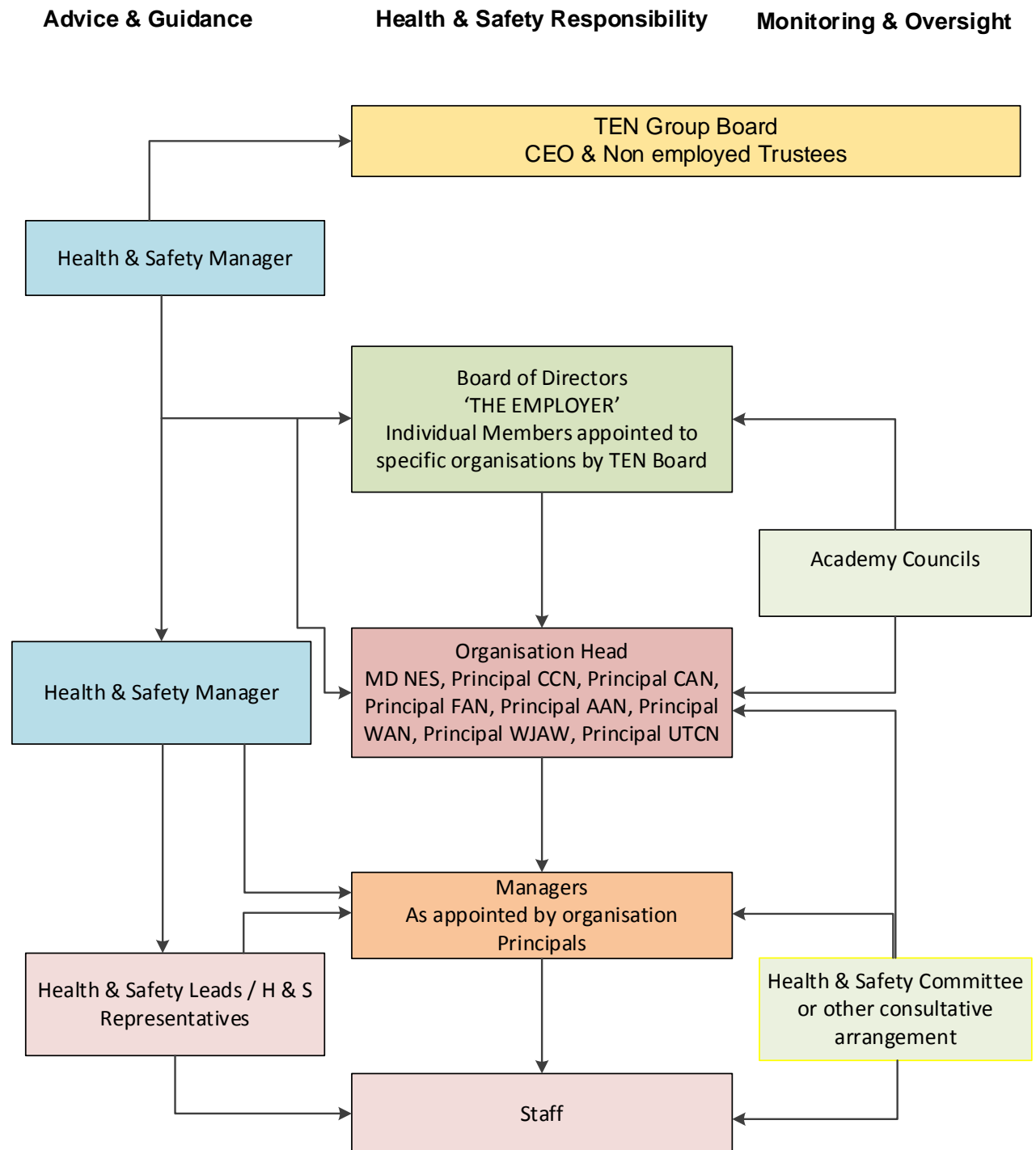
**Further detail on achieving compliance with HSG 65 methodology can be found at Appendix 1.**

Health and Safety within The TEN Group is monitored by the Board/Academy Councils using the Institute of Directors guidance ***"Leading Health and Safety at Work,"*** following a Plan, Deliver, Monitor, Review methodology, which is designed to provide assurance to TEN Group Board members in relation to the effectiveness of Health and Safety management.

**Assurance is confirmed through the Boards'/Academy Councils' responses to the Health and Safety Leadership checklist, a copy of which can be found at Appendix 3.**

## 6. Part 2 - Safety Organisation and Responsibilities

An organogram detailing the organisational hierarchy of health and safety responsibility is shown below, where coloured boxes reflect identified responsibilities:



## 7. Organisational Responsibilities

### 7.1 TEN Group Board

The TEN Group Board is responsible for providing the strategic vision, development and monitoring of health and safety for the Group. The Board through the Group CEO, has delegated the responsibility to each organisation's Board of Directors<sup>1</sup>, for ensuring that the objectives of The TEN Group Health, Safety and Welfare Policy are achieved.

### 7.2 Each Organisation's Board of Directors

Each organisation's Board of Directors has accountability for health and safety across its own organisation within The TEN Group and for ensuring that all reasonable measures are taken, to provide a safe, healthy and supportive environment for working and learning.

The Board of each organisation is responsible for ensuring via their respective Principal<sup>2</sup>, that the necessary resources are in place to secure full compliance with statutory requirements; to ensure that adequate resources are made available for health and safety purposes; and to ensure organisational arrangements are implemented effectively.

Health and Safety is implemented in line with the guidance provided by the Institute of Directors '*Leading Health and Safety at Work*' (leadership actions for Governing Bodies) and the **Plan, Deliver, Monitor, Review** methodology described within, which provides essential principles intended to underpin good health and safety performance.

Each Board of Directors must demonstrate effective leadership of health and safety through the completion of an annual checklist, a copy of which can be found at **Appendix 3**.

### 7.3 The Principal<sup>2</sup>

The Principal of each TEN Group organisation has responsibility for securing the effective management of health and safety in all its undertakings and activities. This is implemented via key managers, and with the specialist advice and assistance of NES Staff.

Furthermore the Principal ensures that adequate organisation and arrangements exist for the effective implementation of The TEN Group Health, Safety and Welfare Policy, achieved through:

- enforcing the organisations own policies and procedures relating to health and safety.
- nominating a senior member of staff to be health & safety champion.
- ensuring that all staff are made aware of, and undertake their individual responsibilities regarding the management of health and safety, as identified in this policy and their own organisation's policies.
- advising the organisation's board of the resources required to secure full compliance with statutory requirements.
- ensuring that any resources made available for health and safety purposes are utilised effectively.
- ensuring that adequate and meaningful consultations between managers and employees' representatives take place, prior to the introduction of any change in the workplace, which may affect health and safety.

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<sup>1</sup> For Board of Directors, this automatically includes CCN/ NES/ CAN/ NA Trust/ UTCN Governing Boards

<sup>2</sup> For Principal, this automatically includes NES Managing Director



- promoting and supporting the provision of training in health and safety for staff and students.
- ensuring that all their managers are competent in the activities they undertake.

#### **7.4 The Director of Estates and Facilities/ Campus Services**

The Director of Estates and Facilities/ Campus Services line manages the Health and Safety function and is responsible for ensuring that suitable and sufficient provision of competent Health and Safety advice is available to all member organisations within The TEN Group.

The Director of Estates and Facilities/ Campus Services is also responsible for ensuring that sufficient provision of competent health and safety advice is also available to meet any external commercial income generating opportunities that might become available to The TEN Group.

#### **7.5 Managers<sup>3</sup>**

Managers are responsible for the adoption of The TEN Group Health and Safety Policies and procedures together with any organisation specific documents and arrangements within their areas of control and are responsible at law, for the health, safety and welfare of their staff, students and visitors. They are therefore required to ensure that health and safety is given a high priority and made an integral part of the overall management process and are expected to be fully committed to achieving a continued improvement in health and safety, leading by example.

In order to achieve continual improvement, managers undertake the setting of achievable, realistic and measurable health and safety targets for their staff. As an integral part of their management responsibilities, these managers will:

- Minimise the risk of harm to staff and students by ensuring that all of the activities they control are suitably assessed; implementing control measures proportionate to any risks identified.
- Undergo any appropriate health and safety training commensurate with their position.
- Ensure that all staff under their control attend Core training.
- Ensure that written assessments of any identified risks are produced, retained in the work area and made available to staff and students prior to start work or following any changes.
- Ensure that risk assessments are regularly monitored, and reviewed whenever there is a change to equipment or working practices, or following any accident.
- Inform Human Resource Services, NES of instances where it is suspected that health surveillance may be necessary for staff.
- Identify and arrange any job role specific training for their staff.
- Ensure that adequate supervision of staff and students is available at all times, paying particular attention to evening and out-of-hours working.
- Ensure safe working practices are adopted and maintained at all times by staff, students and visitors.
- Ensure staff and students receive appropriate instruction and/or training, in the correct and safe use of all plant and equipment used at work.
- Ensure that any required personal protective equipment (PPE) is made available with its use enforced; and that staff, students and visitors are provided adequate instruction to be able to use their PPE safely and store it correctly.

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<sup>3</sup> Managers are identified as any member of staff who is responsible for setting, assessing or controlling the work of others.

- Give prompt attention to any health, safety or welfare matter brought to their attention.
- Undertake periodic safety inspections of the work areas under their control and formally record the findings.
- Ensure Campus Services, NES are made aware of all contractors engaged to undertake work within their working area so that Inductions/Permits-to-work can be properly organised and issued where necessary.
- Ensure that a suitable assessment of work related risks is carried out for any young workers (Staff or work experience students under 18 years of age), members of staff/ students who report that they are pregnant or new mothers returning to work/learn after childbirth. These risk assessments should be reviewed regularly as circumstances change.

## **7.6 All personnel employed within The TEN Group**

It is the responsibility of every individual in every TEN Group organisation to;

- Co-operate with their organisation to ensure that their workplace is safe for anyone who may be affected by their actions. Staff must take reasonable care not to do anything that might endanger either themselves or others or cause avoidable damage to property or equipment.
- Not knowingly act, or omit to act, in a way that may cause either themselves or their organisation to be in breach of the law or damage the reputation of the organisation.
- Make themselves familiar with the content of any health and safety policies and procedures relevant to their working activities.
- Raise any health and safety concerns that cannot be addressed by themselves, through their line manager, the Health & Safety team, their union appointed Safety Representatives or their non-union Representatives of Employee Safety.
- Inform their Line Manager or Supervisor at the earliest opportunity, if during the course of work they become injured, unwell, involved in (or become aware of) any situations which are potentially unsafe, including violent incidents.
- Make themselves aware through the risk assessments, of all the identified health and safety hazards associated with their work, including the control/ preventative measures to be taken.
- Stop immediately, any activity which might place anyone at risk of serious injury or where a breach of statutory requirements has been identified.
- Report all accidents or near misses using The TEN Group electronic accident database.
- Follow good housekeeping practices by keeping all work areas clean, tidy and free from obstructions.
- Attend health and safety training sessions and courses, as and when required.

## **7.7 The TEN Group Health & Safety Manager**

The TEN Group Health & Safety Manager has a central co-ordinating role in relation to general health and safety matters regarding all organisations within The TEN Group; with particular emphasis on safety problems, concerns and issues; and also the requirements, interpretation and application of relevant legislation.

The Health, & Safety Manager is pivotal in the development and promotion of The TEN Group's Health and Safety Policy, strategic plan and the development of an effective safety management system.

The Health & Safety Manager reports to the Managing Director of NES, via the Director of Estates and Facilities, and, assisted by Health and Safety Officers, fulfils the following functions;

- Oversees the effective implementation of Health and Safety legislation on behalf of the Chief Executive The TEN Group.
- Provides competent advice and guidance to managers and other employees on matters of personal safety.
- Reports to all relevant Boards within The TEN Group, on Health and Safety performance.
- Identifies and promotes relevant Health and Safety training for staff at all levels.
- Promotes a positive professional compliance culture within TEN Group in order to ensure safe working practices are the norm.
- Undertakes monitoring and auditing of professional compliance across The TEN Group.
- Develops opportunities for professional compliance shared services with external organisations.

## 7.8 Health & Safety meetings and arrangements for consulting with staff

The TEN Group recognises the legal duty to consult with staff, in particular the Safety Representatives and Safety Committees Regulations 1977 Health and Safety (Consultations with staff) Regulations (HSCER) 1996, and requires that each organisation has in place arrangements to fulfil this responsibility.

Each organisation must be aware that where a request made in writing by two or more recognised unions to set up a formal health & safety committee is received, that organisation must establish such a committee or other agreed consultative arrangement within 3 months of receipt of the request. In such circumstances there are legal requirements covering how such consultative arrangements must be conducted.

Regardless of whether a formal request has been received, each organisation is to ensure it has in place an agreed consultative arrangement with staff and/or local union representatives. Agreed consultative arrangements can include the use of elected safety representatives (via recognised unions and/or elected by the organisation to represent all staff) and regular meetings where health and safety is a permanent standing agenda item. Other communication forums can be used to ensure that effective consideration and communication is given to all matters that have the potential to affect the health, safety and welfare of staff or others whilst at work.

Further information about setting up and running an appropriate consultative process can be obtained from the NES Health & Safety Team.

## 7.9 Academy Councils<sup>4</sup>

Each organisation within the Norfolk Academies Trust, retains an Academy Council who report to the Trust Board in relation to matters of Health and Safety at their respective organisations.

The Academy Council is responsible for monitoring the effectiveness of its Academy's implementation of Safeguarding and Health and Safety Policies and the promotion of a healthy and safe learning and working environment.

In order to effectively monitor performance, the Academy Council will periodically review TEN Group monthly Health and Safety Reports and organisational audit reports, which will provide assurances to the Norfolk Academies Trust Board of Directors.

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<sup>4</sup> Academy Councils include AAN, FAN, WAN/WJAW

## **8. Part 3 - Arrangements for Managing Health and Safety**

### **9. Health and Safety Policies and Procedures**

The TEN Group have identified the following Health and Safety policies and procedures which are applicable across all organisations within the Group:

#### **9.1 TEN Group Procedures**

- Asbestos Management Plan
- Communicable Diseases
- Control of Substances Hazardous to Health (COSHH)
- Contractors
- Display Screen Equipment (DSE)
- First Aid at Work
- Fire Safety
- Field trips, visits and extra-mural activities
- Health Surveillance
- Induction
- Ionising Radiations and Radioactive substances
- Lone Working
- Manual Handling
- Portable Appliance Testing (PAT)
- Reporting and Investigation of accidents and near misses/incidents
- Risk Assessment
- Working at Height
- Working in Confined Spaces
- Workplace Inspections

In addition to The TEN Group Health and Safety Policies/ procedures, each entity is required to ensure suitable organisation specific documents are in place to provide guidance for staff for a number of health and safety arrangements. As a minimum, the following documents should be available to all staff, where applicable:

#### **9.2 Organisational specific procedures**

- Confidential Care Plans
- Fire Safety and Emergency Evacuation Procedures
- Health & Safety for Students
- Personal Emergency Evacuation Plans (PEEPs)

## **10. Arrangements**

### **10.1 Monitoring the implementation and effectiveness of the policy**

The TEN Group Health & Safety Manager will assess the implementation of policies and procedures across all organisations, through the use of audits, reports from union representatives and accident/incident statistics. The Health & Safety Manager will provide details of the outcomes of the assessment through regular reports to each Organisation's

Board of Directors and an annual report to The TEN Group Board, including recommendations for actions where necessary.

## **10.2 Arrangements for managing identified risks**

Risk assessments will be carried out by Managers or by other suitably trained staff to which the work can be delegated. Delegating work down does not alleviate the responsibilities of Managers to ensure assessments are in place, understood and complied with.

A template risk assessment form can be found within The TEN Group Risk Assessment procedure, to assist with the assessment of specific activities or work areas.

Managers and Staff delegated to carry out risk assessment can contact the Health, Safety & Professional Compliance team for information regarding appropriate risk assessment training and additional advice and guidance.

Where the assessment of risk highlights an additional requirement for Personal Protective Equipment (PPE), this is provided by the employer, with suitable training in its use and instruction for its safe maintenance and storage.

All significant risks identified at any of The TEN Group organisations are recorded on The TEN Group risk register and reviewed regularly to ensure mitigations and outstanding actions are up to date and remain effective.

## **10.3 Arrangements for Maintaining Plant and Equipment**

Managers are responsible for ensuring that effective maintenance procedures are in place for all work equipment used within their areas of work. This includes all planned routine maintenance which should be carried out at frequencies as recommended by the manufacturer's instructions. Planned and unplanned maintenance of work equipment is delegated to, or carried out in conjunction with Campus Services, NES.

The Director of Campus Services is responsible for ensuring that all identified maintenance is implemented within reasonable timescales.

Any problems found with plant/equipment should be reported to Campus Services, NES.

## **10.4 Arrangements for providing information, instruction, training and supervision**

The Health and Safety Law Poster is displayed in prominent positions within each of the main buildings found within The TEN Group, where employees work. Health and Safety Advice is available from the Health & Safety team, NES.

Supervision of young workers/trainees is arranged, undertaken and monitored by their Line Manager, who retains responsibility for their well-being while at work. They also ensure that specific risk assessments are undertaken in consideration of their inexperience, lack of awareness of risks and immaturity where necessary.

Managers of employees working at locations under the control of other employers are responsible for ensuring that they are given relevant health and safety Information. TEN Group staff Induction training is provided for all employees by the NES Training and Development team. Managers provide localised inductions and any necessary job specific training.

## **10.5 Arrangements for ensuring competency and training**

It is the responsibility of managers to identify such job specific training as is required and ensure that it is carried out in a timely manner.

Managers are responsible for ensuring their staff complete any identified training within a reasonable timeframe and that all completed training, including Induction, Core and Mandatory training, along with any other Specialist training, is recorded on the training database, which is managed by NES Training and Development team.

## **10.6 Arrangements for First Aid**

Managers should ensure that there are sufficient trained First Aiders and First Aid boxes in the areas of their responsibilities. These should be maintained at a level proportionate to the number of staff, hours of duty and types of hazardous task undertaken. Further reference should be made to The TEN Group First Aid Policy

## **10.7 Arrangements for Reporting Accidents**

All accidents, near misses and work related vehicle incidents are reported and recorded on the electronic database provided at each TEN Group organisation.

Managers should be aware of the criteria for reporting incidents, diseases and dangerous occurrences (RIDDOR) to the Health and Safety Executive. Further reference should be made to The TEN Group Accident/ Incident recording Policy

## **10.8 Arrangements for Emergency procedures**

The Health & Safety Manager ensures that up to date and appropriate fire risk assessments are carried out in each TEN Group-owned or managed property. Campus Services, NES are responsible for the maintenance and checking of fire extinguishers, fire detection and alarm systems (where under TEN Group control).

Managers are responsible for ensuring staff, students and visitors are aware of the fire procedures within their area of work. Regular fire evacuation drills are undertaken in all properties within the remit of The TEN Group on at least a six monthly basis.

Volunteer Fire Marshals have designated areas of responsibility within their own work environment and are provided with training in the role of Fire Marshal and the use of firefighting appliances. Refresher training is provided every three years. Further reference should be made to the organisation specific Policy/procedure relating to fire and other emergencies.

## Appendix 1 - Plan, Do, Check, Act Health & Safety Management system (HSG65)

The table below highlights how Health & Safety Management can be considered in relation to other business process systems

Plan, Do, Check, Act	Conventional health and safety management	Process safety
<b>Plan</b>	Determine your policy/Plan for implementation	Define and communicate acceptable performance and resources needed
		Identify and assess risks/Identify controls/Record and maintain process safety knowledge
<b>Do</b>	Profile risks/Organise for health and safety/Implement your plan	Implement and manage control measures
		Measure and review performance/Learn from measurements and findings of investigations
<b>Check</b>	Measure performance (monitor before events, investigate after events)	
<b>Act</b>	Review performance/Act on lessons learned	

### Plan

- Think about where you are now and where you need to be.
- Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success. You may need to write down this policy and your plan to deliver it.
- Decide how you will measure performance. Think about ways to do this that go beyond looking at accident figures; look for leading indicators as well as lagging indicators.
- Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them.
- Remember to plan for changes and identify any specific legal requirements that apply to you.

### Do

- Identify your risk profile
- Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk.
- Decide what the priorities are and identify the biggest risks.
- Organise your activities to deliver your plan  
In particular, aim to:

- Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
- Provide adequate resources, including competent advice where needed.
- Implement your plan
- Decide on the preventive and protective measures needed and put them in place.
- Provide the right tools and equipment to do the job and keep them maintained.
- Train and instruct, to ensure everyone is competent to carry out their work.
- Supervise to make sure that arrangements are followed.

### **Check**

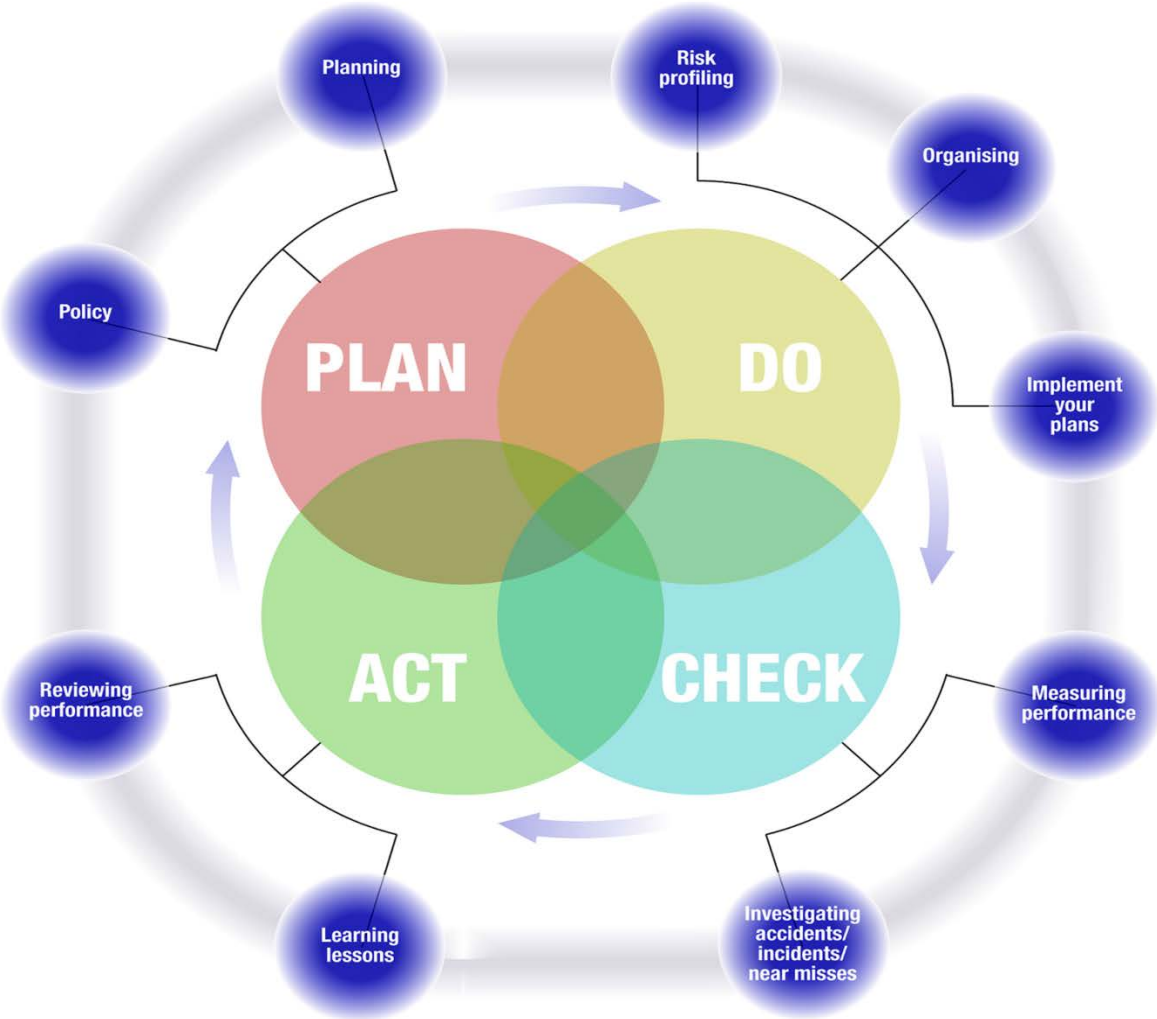
- Measure your performance
- Make sure that your plan has been implemented – ‘paperwork’ on its own is not a good performance measure.
- Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful.
- Investigate the causes of accidents, incidents or near misses

### **Act**

- Review your performance
- Learn from accidents and incidents, ill-health data, errors and relevant experience, including 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.



# Appendix 2 - Health & Safety Leadership methodology



## Appendix 3 - Health & Safety Leadership Checklist

This undermentioned leadership checklist sets out questions to be answered annually by each Board of Directors and Academy Council to assist them in demonstrating effective leadership of health and safety.

<b>Health and Safety Leadership Checklist</b>	
✓	How do you demonstrate the Board/Academy Council commitment to health and safety?
✓	What do you do to ensure appropriate Board/Academy Council-level review of health and safety?
✓	What have you done to ensure your organisation, at all levels including the Board/Academy Council, receives competent health and safety advice?
✓	How are you ensuring all staff - including the Board/Academy Council - are sufficiently trained and competent in their health and safety responsibilities?
✓	How confident are you that your workforce, particularly safety representatives, are consulted properly on health and safety matters, and that their concerns are reaching the appropriate level including, as necessary, Board/Academy Council?
✓	What systems are in place to ensure your organisation's risks are assessed, and that sensible control measures are established and maintained?
✓	How well do you know what is happening on the ground, and what audits or assessments are undertaken to inform you about your organisation and contractors actually do?
✓	What information does the Board/Academy Council receive regularly about health and safety, e.g. performance data and reports on injuries and work related ill health?
✓	What targets have you set to improve health and safety and do you benchmark your performance against others in the sector?
✓	Where changes in working arrangements have significant implications for health and safety, how are these brought to the attention of the Board/Academy Council?
✓	How confident are you that attitudes within the organisation do not condone poor practices or produce tolerance to it?