

Cabot
Learning
Federation

**CLF Health
and Safety
Policy
2017/2018**

History of Policy Changes

Date	Page	Change	Reason for Change
November 2012	Whole Document	Adoption by the Cabot Learning Federation	Following consultation and development of a harmonised Employee Handbook
June 2013	Whole Document	Review of Policy	Cyclical review of Policy
May 2015	Whole Document	Review of Policy Bullet point layout for Statement of intent- same intent less wordy. Reflection of new structure, merging of some areas e.g. emergency management and business continuity as one paragraph. Ref to any updated legislation e.g. CDM 2015 and Principal Designer. Insertion of organisation charts. Access to competent advice changed to reflect contracted for advice and guidance to whole organisation and not just academies	Cyclical review and update incorporating structural re-organisation
December 2015	Organisational Chart & Auditor Info	Up to date charts inserted x 2 Auditor details updated	
September 2016	Whole Document	Review of Policy, update of roles and responsibilities	Cyclical review of policy
August 2017	Whole Document	Review of Policy	Cyclical review of policy

Cabot Learning Federation Health & Safety Policy Statement

It is the policy of Cabot Learning Federation (CLF) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, contractors, clients, students, general public and others, while working and studying on its premises and outside those premises on associated activities. Working to the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation.

We will achieve this by:

- Creating and encouraging a positive and pro-active health and safety culture across the organisation;
- Ensuring so far as is reasonably practical, that all CLF premises provide a healthy and safe working environment, and that there are safe systems of work in place to provide this;
- Providing safe access and egress to the premises at all times;
- Ensuring that staff receive appropriate and up to date training, information, instruction and supervision;
- Ensuring arrangements are in place to provide safe use of, handling of, storage of and transportation of all articles and substances;
- Ensuring that suitable and sufficient work equipment is available and maintained, and that the appropriate personal protective equipment is provided for use of such equipment as required;
- Providing access to adequate welfare facilities which include, but are not limited to, toilets, an adequately warm environment, staff room, and drinking water;
- Ensuring that when staff operate on behalf of CLF an assessment of the significant risks specific to the activities or tasks will be made. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner;
- Ensuring good and clear communications and consultation with/to all parties, on all information related to health and safety and the management requirements of this;
- Monitoring compliance and good practice of health and safety, and where issues arise appropriate consultation and action is taken;
- Ensuring that all third party contracts and services awarded across the CLF, be that centrally or by individual establishments, have a consistency of approach and thorough vetting of the contracts to achieve legal compliance. To then ensure that all contracts let are monitored for compliance;

- Regularly updating the Risk Registers, both at CLF and academy level, to ensure they are working documents that continually highlight and mitigate as far as is reasonably practicable identified risks.

Whilst day to day management of health and safety can be delegated to the academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the CLF Board.

Specific Health and Safety policies of each CLF academy or school must integrate into this CLF Health and Safety Policy.

John Cabot Ventures Ltd will come under the Board Policy and operational issues will be dealt with under the John Cabot Academy policy.

The CLF Board and its subcommittees, CLF employees, Strategic Leadership Teams, Academy Councils, Principals and Academy staff and employees of associated or subsidiary companies must familiarise themselves with the contents of this statement, the organisational structure, and arrangements. The Health and Safety manual provided should be referred to as a source of safety information and guidance.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Staff are encouraged to be proactive in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate line management, or through the appropriate reporting procedures.

The CLF Board recognises a positive health and safety culture is of significant benefit to the good performance and safety of the whole organisation. We aim to encourage, support and develop a positive and proactive approach for pupils, through risk education and awareness. The organisational structure named below will ensure that sufficient resources (including financial) are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the academies strategy, UK or EU law and any changes will be brought to the attention of all staff.

Steve Taylor, Chief Executive Officer, Cabot Learning Federation



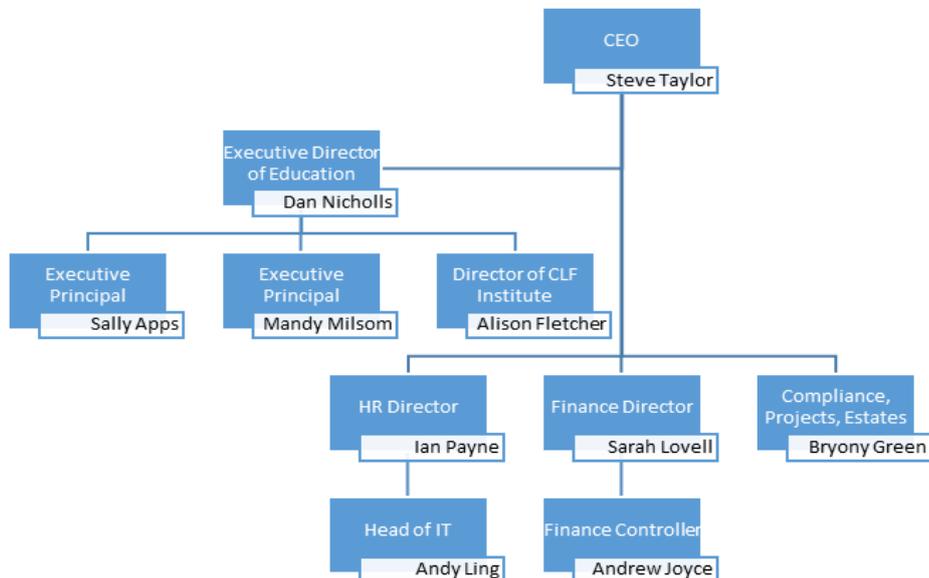
Professor Jane Harrington, Chair of the Cabot Learning Federation Trust Board



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1 Health & Safety Policy Organisation Structure



Cabot Learning Federation (CLF) recognises the need to identify organisational methods for implementing and managing the health and safety of all persons who work within CLF, each associated or subsidiary company, each CLF Academy and anyone who visits their premises.

CLF understands the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the CLF Board of Directors. This CLF Health and Safety policy directly relates to the CLF Board of Directors as a corporate body, the Audit Committee, People & Wellbeing Executive Group, Senior Leadership Team, and Projects & Compliance Team. The following is an outline of duties and responsibilities that have been assigned to these specific groups.

It must be noted that each CLF Academy has its own Health and Safety policy with their own organisation structure and arrangements. Each Academy has assigned delegated health and safety roles and responsibilities to Academy Councils, Principals, Academy staff and employees of associated or subsidiary companies and other contractors, in their Health and Safety policy. Both the CLF Health and Safety policy and the Academy Health and Safety policy must dovetail together. This is to ensure the general intentions, approach and objectives of the organisation as a whole, and that clear criteria and principles can be achieved. Management and monitoring mechanisms are to be in place to provide an overview of statutory compliance.

2 Roles and Responsibilities

2.1 Cabot Learning Federation Board of Directors

The Cabot Learning Federation Board of Directors, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters throughout the CLF. The Board is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategic development, adopting an annual plan and budget, monitoring the CLF safety management systems, managing the corporate risk register and making strategic decisions about the direction of the CLF. The overall aim is to ensure a positive health and safety culture is established and maintained throughout.

The Board must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. The CLF Sub-committees, Executive Groups, Senior Leadership Teams, Academy Councils or Academy Principals and any relevant project steering groups will keep the Board informed of all developments relating to health and safety matters and will include such matters in a health and safety report.

The CLF Board of Directors responsibilities are:

- Each board member accepts their individual role in providing health and safety leadership for the CLF;
- The Board formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the CLF;
- To ensure the Board's decisions reflect its health and safety intentions as articulated in the CLF Health and Safety Policy Statement;
- Ensure an overall CLF health and safety strategic development plan, including key targets, is implemented and undertaken with engagement from all members of the Senior Leadership Team;
- The Board must warrant that all external and third party contracts that are awarded across the CLF have a consistency of approach and ensure legal compliance. Any successful contracts awarded by the CLF must have been appropriately vetted for health and safety standards and other measures deemed appropriate;
- To receive regular and thorough updates in relation to key activities which inform the Strategic Development Plan and associated actions;
- To ensure every academy has an Academy Council established in accordance with the CLF Articles of Association. To ensure the Academy Council is chaired by a member nominated by the Board and includes a designated Health & Safety Councillor;
- To provide and ensure an informed, proportionate and prioritised risk management system for the CLF is implemented and monitored;
- To ensure annual health and safety targets and initiatives are recorded and published across the CLF;

- To ensure effective accident reporting and investigation procedures are in place across the CLF;
- To ensure monitoring of compliance contracts throughout the CLF is undertaken and suitable reports are provided to the Executive Groups e.g. mechanical and electrical statutory inspections, fire risk assessments, asbestos surveys, water hygiene monitoring. This includes the academies under the BSF scheme;
- Ensure there is an effective business continuity plan in place for each CLF premises;
- Ensure there is an emergency plan along with emergency procedures in place for the safe evacuation of all CLF premises;
- To confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments across the CLF and associated or subsidiary companies;
- To review the CLF Health & Safety annual report.

2.2 Audit Committee

The Audit Committee must:

- Review the CLF Risk Management practices and procedures and ensure appropriate action plans are in place;
- Ensure progress of internal and external audits.

2.3 People & Wellbeing Executive Group

The People and Wellbeing Group are responsible for health and safety and they must:

- Receive a progress report on individual academy findings, issues and progress to date from CLF Health and Safety Manager;
- Be the forum to enable staff representatives and Senior Leadership Teams of the academies to discuss higher level health and safety issues e.g. funding, building etc.;
- Implement spot checks on a specific target area for consistency of approach and compliance;
- Ensure there are effective and adequate formal internal and external communications on health and safety across the CLF;
- Ensure the CLF health and safety strategic development plan is implemented;
- Ensure there are systems in place to gather data, record and publish annual health and safety targets and initiatives across the CLF.
- Ensure suitable and sufficient monitoring, reviews and recommendations of all health and safety management systems across the CLF is warranted and implemented;

- Ensure contingency emergency arrangements are in place to enable CLF strategic and education operations to continue in line with statutory requirements.

2.4 Senior Leadership Team

The Senior Leadership Team must enable the implementation of health and safety across the CLF by:

- Implementing and reviewing policies;
- Considering the impact of health and safety in all strategic and operational decision making;
- Implementing ways in reducing the likelihood of people being harmed by CLF activities;
- Implementing findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR) reports;
- Ensuring systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions;
- Implementing and monitoring an informed, proportionate and prioritised risk management system for the CLF;
- Implementing an effective accident reporting and investigation procedure across the CLF;
- Recording, implementing, monitoring and reviewing the business continuity plans across CLF;
- Ensuring there is an emergency plan with procedures for the safe evacuation of a CLF premises;
- Be the point of contact for feedback for the Academies and Academy Health and Safety Committees should any issues raised;
- Provide two way feedback in monitoring and review of operational health and safety issues, and feedback from and to the Academy Health and Safety Committee;
- Monitoring the structure, attendance, schedule and agenda of the academy Health and Safety committee.

2.5 Projects and Compliance Team

- Manage the Risk Management process across the CLF;
- Update and recommend for approval the CLF Health and Safety Policy and produce an academy level Health and Safety Policy for adoption by Academies;
- Produce an annual health and safety strategic development plan;
- Provide expert advice and guidance to Federation staff regarding health and safety issues;
- Ensure arrangements are made for audits and other visits to take place in each Academy;
- Review audit reports and ensure academies take sufficient action to progress forward to ensure improvement;
- Review the status of health and safety across the CLF ensuring appropriate action is taken where areas of weakness or concern are identified;
- Lead the development and delivery of effective and robust health and safety processes and services across the Federation;
- Support action as required following any health and safety incident;
- Ensure all relevant internal and external stakeholders are involved/participate in key health and safety activities and processes to ensure the development of robust and appropriate systems;
- Maintain the central health and safety records and use them to inform the audit programme for the Federation;
- Arrange statutory training in health and safety matters;
- Create and publish health and safety related communications through news items to support the knowledge and skills of colleagues with health and safety responsibilities across the organisation;
- Engage specialist advisors when required and work with them on specialist activities such as asbestos, fire risk assessments;
- Oversee the process for contractor selection via Pre-Qualification Questionnaire (PQQ);
- Oversee the Mechanical and Electrical statutory compliance contract;
- Gather data, record, monitor and provide reports on the effectiveness of the health and safety systems to the People and Wellbeing Executive Group and CLF Board.

2.6 Other Employee Duties

Under the Health and Safety at Work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the CLF and Academy's health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the academy's arrangements for health and safety;
- Co-operate with the academy's management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Inform the academy's Senior Leadership Team if something happens that might affect their ability to work e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, pregnancy;
- Ensure that they only use equipment or machinery that they are competent / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3 First Aid

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as required.

- First Aiders will be required to ensure that they have a fully stocked in-date first aid kit at their normal place of work to enable them to respond effectively to any notified incident;
- They will ensure appropriate forms are completed e.g. accident forms;
- If an ambulance is called the ABM will be notified as this is to be reported to CLF Health & Safety Manager as a possible RIDDOR incident;

- Staff must familiarise themselves with and follow the CLF policy on First Aid.

4 Trades Union Representative

Trades union representative will be encouraged by the academy to:

- Fulfil their duties;
- Attend any appropriate training;
- Consult regularly with the Health and Safety representatives on health and safety matters;
- Inspect the establishment in accordance with the agreed trades union procedures.

5 Competent Health and Safety Advice

The Federation will appoint a competent and suitably trained Health and Safety Manager. The Health and Safety Manager will be part of the Projects and Compliance Team.

6 Contracts

Solicitors:

Veale Wasbrough Vizards

Narrow Quay House, Narrow Quay, Bristol BS1 4QA

Auditors:

BDO LLP

Bridgewater House, Finzels Reach, Counterslip, Bristol BS1 6BX

M&E (Mechanical & Electrical):

Manning's Facilities Management (MFM Ltd)

Unit 1, Offices 5, 6 & 7, Tower Lane Business Park, Tower Lane, Warmley, Bristol BS30 8XT