



Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Central Trust Staff Health and Safety Policy

First approved by Trust Board: June 2021

Review Frequency: Annual

Date of last review: May 2024

Date of next review: May 2025

| Author | Date Created | Version | Notes |
|--------------------------|---------------------|----------------|---|
| T. Polston | June 2021 | 1.0 | Adapted from school's model policy for Central Trust Staff |
| T. Polston | June 2022 | 1.1 | |
| T. Polston/D. Richardson | June 2023 | 1.2 | |
| J.Clark/T.Polston | May 2024 | 1.3 | Page 8 – added platforms to access health & safety training |

Osborne Co-operative Academy Trust

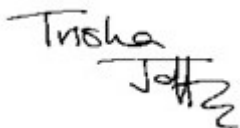
Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Status of this document

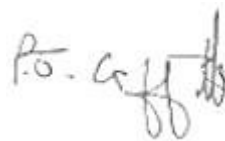
This Policy details the local arrangements for managing health and safety for central trust staff, based at various school sites. It is a subordinate Policy to the Osborne Co-operative Academy Trust Health and safety Policy, and should therefore, be read in conjunction with this and the Trust's Safety Management System.

Statement of intent

Osborne Co-operative Academy Trust is committed to ensuring high standards of health and safety in all its activities. It aims to not just comply with the minimum health and safety legislative requirements but, the spirit of the law as well. The Trust values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to trust offices, is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health and safety management system. In order to derive these benefits, the Chair of Trust and Chief Executive Officer commit to providing the necessary leadership and resources to implement, maintain and continuously improve the Trust's safety management system.



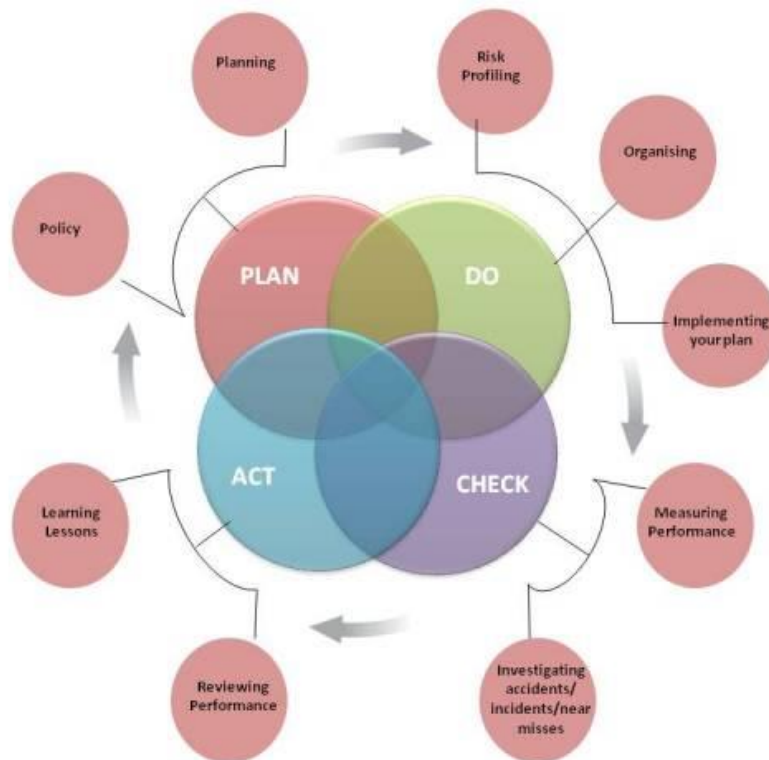
Signed Chair of Trust



Signed Chief Executive Officer

Safety Management System

The Trust's Safety Management System is based on the HSE's model in HSG 65 "Successful Health and Safety Management".



Organisation

Trust Board

The Board of Trustees are responsible for ensuring that:

- It considers the health and safety implications of its decisions.
- Health and safety performance is monitored, and the results of the monitoring are reported annually.
- Health & Safety Competence & Training Matrix for all trust staff and trustees is monitored and reported annually.
- Adequate resources are allocated to health and safety.
- This Policy is kept up to date by reviewing it annually.

All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the Trust to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices they become aware of, using the EVERY system for the Trust or for the school they are working in or visiting. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the Health and Safety Policy and associated arrangements, and to co-operate on its implementation. All employees must read the Health & Safety Policy on EVERY and mark as read.

Employees must ensure that they are fully aware of their own health and safety responsibilities.

Employees should be aware of who the Trustee responsible for Health & Safety is in the Trust, this is currently the Chair of Trust.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The Trust has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty, employees need to inform their line manager about their pregnancy at the earliest opportunity. The Trust recognises that some prospective parents may not wish for information on their pregnancy to become public. The Trust will endeavour to fulfil these wishes but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Chief Executive Officer (CEO)

The **CEO** is responsible for ensuring that:

- The health and safety decisions of the Board of Trustees are complied with;
- Sufficient resources are allocated to enable health and safety to be successfully managed.

Chief Operating Officer (COO)

The **COO** is responsible for ensuring that:

- Systems are established and maintained within the Trust to ensure that health and safety is effectively managed;
- A Health and Safety Coordinator has been appointed;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the Trust's employees to be consulted on matters affecting their health and safety. Where trade union safety representatives have been appointed, that suitable arrangements are made to enable them to be able to undertake their duties;
- Health and safety performance is monitored;
- Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the Trust's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to Trust employees and contractor's employees and others are minimised.

Facilities/Policy Manager

The Facilities/Policy Manager is responsible for ensuring that:

- The Osborne Co-operative Academy Trust health and safety policy and this policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- A copy of the health and safety policy is available under the Documents and Policies module of the EVERY system;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular they will ensure that adequate arrangements have been made to manage potential emergency situations
- Reporting deficiencies, failures, or lack of co-operation with the Trust's safety management system to the CEO/COO where they are unable to achieve resolution themselves.

HR Manager

The HR Manager is responsible for ensuring that:

- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the health and safety policy, e-learning and other safety procedures;

Senior Leadership Team

The Senior Leadership Team manages the day-to-day operations of the Trust. It is therefore responsible for ensuring there is a positive health and safety culture within the Trust staff team. It is also responsible for establishing and maintaining the Trust's safety management system.

Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing other employees) are responsible for ensuring this Policy, and the arrangements made under it, are implemented in their areas of activity. As a general rule, the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- (a) Promoting and developing a positive attitude towards health, safety and welfare throughout the staff team
- (b) Ensuring that they are and remain competent to undertake their role
- (c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare
- (d) Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented
- (e) Ensuring all accidents and near misses are investigated and recorded using the reporting system
- (f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement
- (g) Ensuring employees under their control are adequately trained, informed, instructed and supervised
- (h) Making suitable arrangements for consultation with employees and employee safety representatives
- (i) Reporting health and safety issues which they cannot resolve to the Health and Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Competent Advice

The Osborne Co-operative Academy Trust recognises the need for external competent advice and engage the services of a suitable provider who support our staff in all aspects of Health & Safety.

Arrangements

This section details the arrangements which the Trust has in place for managing health and safety. In most cases it will signpost to other documents/procedures. The Trust utilises the resources of the external competent advisor. Employees have access to extensive health and safety resources and various methods of support.

Risk assessments

Line managers are responsible for ensuring that their staff are aware of and understand the findings of any risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed, the manager in overall control of the activity will ensure that a new or revised risk assessment is produced.

Risk assessments will be reviewed at least annually.

Security

Trust staff will follow the procedures of the school they are based at or visiting, at all times.

Fire

Trust staff will follow the evacuation procedure of the school they are based at or visiting at all times. Staff are responsible for familiarising themselves with the school's evacuation route and assembly point. Where Trust staff fail to evacuate in line with school procedures, the Headteacher/Head of School must notify the COO.

Lone Working

The Trust will ensure there are adequate procedures in place for staff who are lone working and that line managers have carried out a risk assessment that considers the tasks being undertaken.

Hazard and unsafe acts and omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. Trust staff must report hazards using the EVERY system.

Accident and near miss reporting

A near-miss is an incident which could have resulted in injury or loss if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported to the Facilities/Policy Manager who will record the incident using the accident reporting system. The competent advisor will report to the HSE, on behalf of the Trust, any accidents which are RIDDOR reportable.

Communication

The Trust communicates information on health and safety to its employees using the following methods:

- As part of the induction process
- Team meetings/Staff meetings
- Staff notice boards
- 1:1s

Consultation on health and safety matters

The Trust will consult its staff regarding issues affecting their health and safety through team meetings. Staff can also raise concerns via the Facilities/Policy Manager.

First aid

There are qualified first aid staff in all Trust schools that can be accessed by central trust staff.

Employee competence

The Trust will ensure that employees are competent to perform their duties from a health and safety perspective. The Trust utilises competency matrices which list the knowledge, training, experience and attitudes necessary for

any given role. Staff are developed so that they can meet these criteria. As a minimum, all staff must complete the following health & safety training:

- An Introduction to Manual Handling
- DSE and Workstation Safety
- Fire Awareness
- Stress
- Health & Safety at Work - Introduction to Health & Safety
- Slips, Trips and Falls

Training can be sourced through the National College or Compliance Education; refresher training must be completed every three years.

Additional training requirements will be identified through the Trust's competency matrix.

Key roles in the Trust have to attend health and safety management training organised by the Trust's Health and Safety Co-ordinator.

Stress

The Trust recognises the detrimental effects that stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or the CEO/COO. Employees may also contact Educational Support Partnership who provide a confidential advisory/counselling service to the Trust's employees on 08000 562561.

Occupational Health

Adhering to the Sickness Management Procedure, the Trust purchases the services of an Occupational Health Service provider for all staff. Incidences of work-related ill health will be referred to, and monitored by, the Occupational Health service provider. Guidance will then be provided to the HR team with regards on-going support required for the staff member. Access to health surveillance is also available through this service.

Eye and Eyesight Testing

All employees who are identified as "Users" (following the completion of the Display Screen Equipment (DSE) Users Questionnaire - see appendix A) are entitled under the Display Screen Equipment Regulations to have their eyes and eyesight tested at regular intervals, at the employer's expense.

Where the test shows the "User" to have an eye defect at the VDU vision distance, the Trust will reimburse £19.95 towards the cost of the eye test and up to £55.00 for prescription lenses (glasses or contact). Any balance must be met by the employee.

Employees are entitled to an eye and eyesight test when they first become "Users", at regular intervals thereafter (usually determined by the optometrist) and whenever they experience visual difficulties which may be associated with VDU work.

Employees who frequently use laptops as part of their work should inform the optician since the typical viewing distance may be shorter than for desktop computers.

An Eye Test Reimbursement form is available from the Trust HR Officers and should be completed in full by the employee and authorised by the CEO/COO.

The Optician will indicate on the form whether further action is required, and if so the type of prescription required, by ticking the appropriate box on the Eye Test Reimbursement form. This will determine whether the employee is entitled to a further eye care subsidy (currently £55.00) towards the purchase of glasses. If the Optician does not

indicate that spectacles are required for VDU use, the employee will not be entitled to a contribution from the employer.

The **signed and stamped** Reimbursement form should be returned to the finance team along with a copy of the prescription and receipt. A copy of the form will be held on the Employees personal file.

**Osborne Co-operative Academy Trust
Eye Test Reimbursement Application Form**

1. In line with the Health and Safety Policy, an employee may be reimbursed up to £19.95 towards the cost of an eye test and possible fees charged by the optician for completion of this form, and up to £55.00 for prescription lenses (glasses or contacts). Any balance due to the optician must be met by the employee.
2. An employee and their line manager must complete a Display Screen Equipment (DSE) Users Questionnaire (see appendix A) and subsequently **section 1** of the form below **before** undertaking an eye test. This must then be signed by the CEO.
3. This form should be taken to an optician of the employee's choosing and the optician must complete **section 2** after the examination.
4. A copy of the prescription together with relevant receipts must be attached to the expense submission for approval by the CEO/COO

Section 1 – Employee / Manager

| | |
|---|--|
| Employee Name (Person having eye test) | |
| Date of Last Test | |
| Line Manager Name | |
| CEO/COO Signature | |
| Date | |

Section 2 – Optician – CERTIFICATE OF RECOMMENDATION

I confirm that I have examined the above named patient's eyes and recommend the following (**Tick one only from A to F**)

| Findings | | Tick one | |
|--|--|-----------------------------------|--------------------------------------|
| Spectacles are not required / No change in current prescription | | A | <input type="checkbox"/> |
| Spectacles are required for general use | | B | <input type="checkbox"/> |
| Spectacles are required for general use , incorporating a special prescription for VDU use | | C | <input type="checkbox"/> |
| Spectacles are required solely for VDU use | | D | <input type="checkbox"/> |
| Spectacles are needed for safety purposes | | E | <input type="checkbox"/> |
| Spectacles are required for driving purposes | | F | <input type="checkbox"/> |
| Type of spectacles needed | Single Vision <input type="checkbox"/> | Bifocals <input type="checkbox"/> | Multifocals <input type="checkbox"/> |
| Additional Comments | | | |
| Opticians Signature | | Date | |
| Opticians Name and Address (Address stamp or provide a compliment slip) | | | |

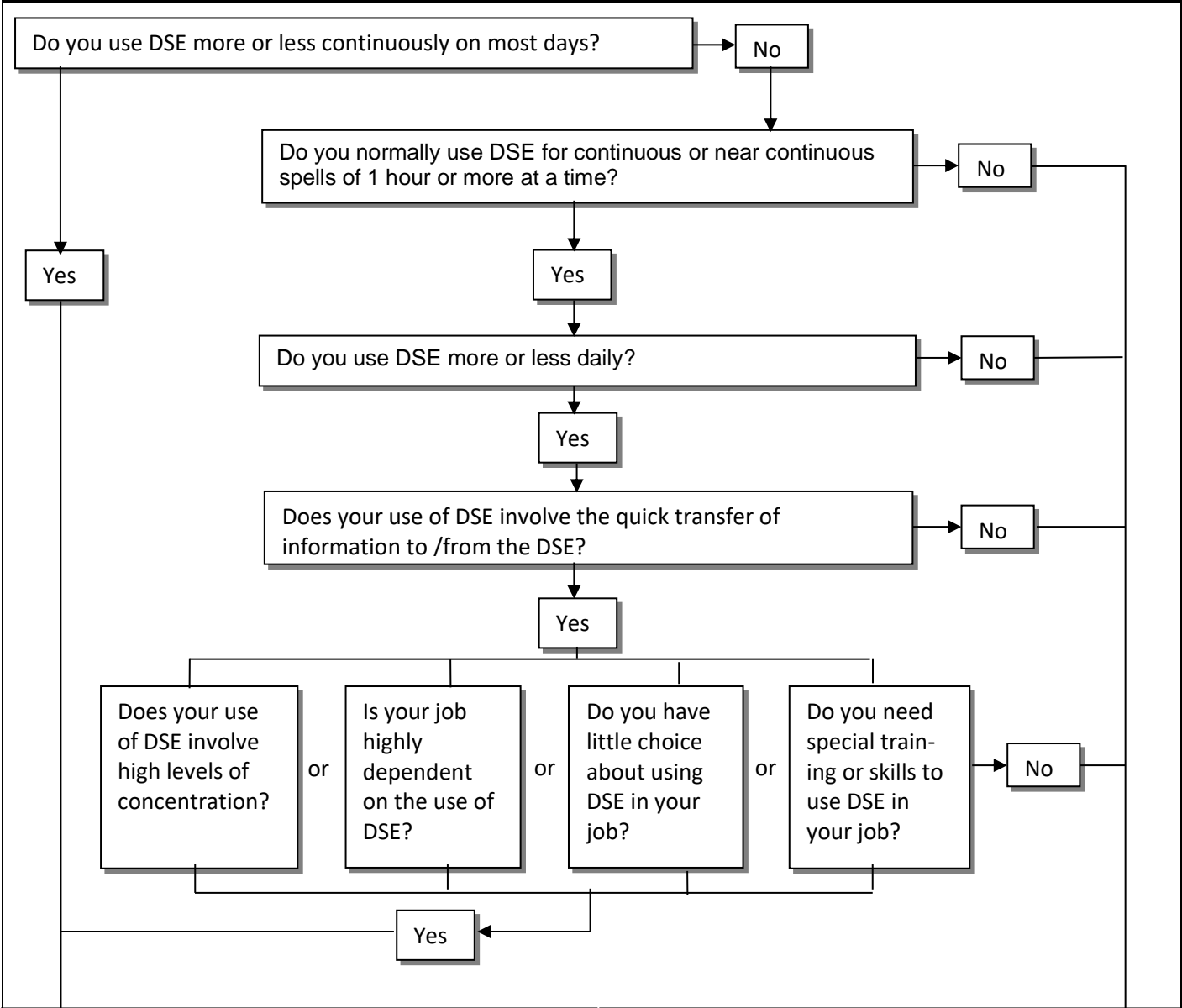
Display Screen Equipment (DSE) Users Questionnaire

This questionnaire should be used to identify if you are a DSE User as defined in the Health & Safety (DSE) Regulations 1992 (amended 2002).

Establishment:

Name of operator:

Job title:



You are a User
 Please ask your manager to sign here to confirm you are a User.
 Manager's Signature.....
 A workstation assessment should be undertaken using the HSE "VDU" Workstation Assessment Checklist". The completed assessment and this form should be kept as a record.

You are not a User
 Please ask your manager to sign here to confirm you are not a User.
 Managers Signature.....
 File this document, and review in 12 months or if there are significant changes to your DSE work.