



health and safety

City of Birmingham Foundation



City of Birmingham Foundation

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## 1. Statement of Intent

The Trust recognises that health and safety has positive benefits and effects within its organisation and as such the Trust is committed to ensuring all of its academies and other trust offices provide a high level of safety, good practice and strive towards excellence.

We recognise that health and safety forms part of an essential function of the Health, Safety & Welfare of our students, employees, contractors, visitors and company property. Therefore, all employees should be determined to make continued progress and demonstrate a willingness to adapt to change.

Each Local Governing Committee will make a positive commitment to their academy in achieving high standards of the Trust's health, safety and welfare arrangements.

## 2. Corporate Parenting

Health and Safety Systems are integrated into everything we do and form part of our accreditation under Ofsted and will allow us to achieve statutory compliance. The Trust may introduce common systems to manage processes across the estate that will allow corporate reporting in areas such as training, risk management, education trips and visits, accident reporting and building compliance.

The approach to health and safety is based on the identification and management of risks. As there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resources will be allocated to ensuring health and safety within the organisation.

A positive culture must be encouraged, this shall be actively supported and lead by senior managers. Adequate planning, monitoring and review of the implementation of the health and safety policy will be carried out in order to ensure that this general statement is achieved.



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All employees will be encouraged to be involved in the decision-making processes, either on an individual basis and through their representatives. The performance of both individuals and the organisation will be monitored to predetermined standards with continual improvements being made to health and safety standards. Health and Safety will be embedded in all areas of the Trust, from taking students on a trip, setting a lesson plan, purchasing furniture and equipment, repairing or upgrading premises and writing a policies and procedures

### 3. Aims

The Trust will review its Policy Statement and the arrangements annually, or if events or legislation necessitate a review of individual policies and procedures. Principals and other Health and Safety representatives such as

Health and Safety Coordinators and Governors, will be responsible for ensuring the policy and arrangements (local and corporate) are implemented and followed within their establishment. Where necessary they will be supported by the Trusts health and safety experts and consultants.

The Trust will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation. This will include communications regarding health, safety and welfare through newsletters, emails, team meetings, management meetings, Health, Safety and Environment Forum meetings and Financial Resources Meetings.

The Trust will ensure that academies provide the necessary information, instruction, training and supervision to employees and others, including temporary employees and volunteers, to ensure their competence with respect to health and safety. The Trust, through its training policy will determine mandatory and desirable training. Information will be provided by or via the Estates department, Regional Estates Managers, local Health & Safety Coordinators, Human Resource staff, Principals, Governing Committees, Safety Representatives, Consultants, or any Manager.



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The Trust has determined that health and safety is of equal importance to all other functions and will strive to achieve health and safety targets. Health, Safety and Welfare will be discussed during induction, management meetings or employee's appraisal meeting, as appropriate.

The Trust will ensure academies and the trust offices devote the necessary resources in the form of finance, equipment, personnel and time to ensure adequate provision of health and safety. All equipment (including plant equipment) provided for employees, students and non-employees will be fit for purpose and maintained in line with manufacturers' guidelines, instructions, Approved Code of Practices (ACOPs) and statutory regulations. The assistance of expert help will be sought where the necessary skills are not available within the organisation. The Trust are currently supported by Judicium in this regard.

The Trust will liaise and work with all necessary persons and organisations to ensure their health and safety whilst working at any academy. Academies must ensure that adequate arrangements are in place for the health and safety of visitors, site contractors, volunteers and those affected by its acts or omissions. This will include providing induction and information when they come on site and ensuring that they have the necessary documents and competencies to work safely.

The Trust will constantly strive to improve health and safety standards and performance. The minimum standards that will be adopted by the Trust are those required by law, although the organisation will always seek to exceed these where there is a demonstrable benefit to its employees, students. This will be monitored by every Trust establishment receiving an annual audit of their health and safety management system.

The Trust recognises that safety is the responsibility of everyone within the organisation. Managers and Heads of Departments will have specific duties and responsibilities to comply with the policy. The Trust will ensure that health and safety management is integral in the manager's function and will monitor their performance along with their other duties as part of their staff appraisal. This will be achieved by Line Managers being familiar with safety arrangements and ensuring that they are implemented and by discussing safety in management and senior team meetings and relevant committees. Additional training is



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available via Judicium's elearning platform, to support Heads of Department and senior managers complete and understand their role in relation to health and safety

Employees have specific legal responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with managers and academy leaders in achieving the standards required. Employees' safety performance will be monitored with their other duties as part of the staff appraisal. All employees must attend health and safety training sessions so that they become familiar with hazards, how to manage or reduce the risks, and promote safety awareness with others.

As a result of the Trust's approach to health & safety management there should be continual improvement in health & safety performance including;

- developing a health and safety culture and increasing the awareness of all the Trust's employees
- commitment to, and recognition of the need to incorporate health & safety into management procedures
- regular review of the policies
- systems for ensuring corrective action is dealt with efficiently.

The Trust's directors will ensure through the office of the CEO, Academy Governors and Principals that health and safety is systematically integrated into the management and decision-making processes within the organisation by discussions at the appropriate Committee meetings.

Accidents and "near-misses", damage to property and equipment will be appropriately reported and investigated with suitable action taken to reduce the likelihood of their occurrence. Every establishment will keep records of all accidents and near misses. Managers will investigate incidents in accordance with the policy. Statistical data will be collated and then discussed at the Health, Safety and Environment Forum's to learn from and prevent further incidents.

## 4. Objectives

The Trust's objectives are:



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- To ensure that all of the Trust's staff and its establishments understand, promote and implement its policies and procedures

### HEALTH & SAFETY CORPORATE POLICY

- To ensure that all of the Trust's establishments are using all Health and Safety tools supplied to them in accordance with the Trust's requirements
- To promote and raise awareness of Health and Safety to ensure it is truly embedded into the work we do
- To ensure steady progression and improvement is seen through audits. Annual audits will assess how the Trust's establishments are implementing the Trust's Health and Safety aims and objectives and their compliance to both the Trust's corporate policies and procedures and their own local procedures

## 5. Organisational Roles & Responsibilities

The roles and responsibilities for all employees of CoBF, the Health, Safety and Environment Forum arrangements and the safety management system are set out in a separate document called the Health & Safety Corporate Policy Part 2 Organisational Roles & Responsibilities. This document is approved by the Trust.

## 6. Ratification

This policy is required under the Health and Safety at Work Act 1974. Any breaches of those duties could lead to the prosecution of the Trust's Board, CEO, Governing Committees or individual employees. As with all employment failure to comply with safety requirements could also lead to disciplinary action.

### **Approved and ratified on behalf of the Trust**

**Name:**

**Signature:**

**Position: Chair of Trustees**



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**Date:**