

R.E.A.L. Foundation Trust

Health, Safety and Welfare Policy

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1. HEALTH AND SAFETY POLICY STATEMENT (GENERAL STATEMENT OF INTENT)

R.E.A.L. Foundation Trust (hereinafter referred to as 'the Company') attaches the greatest importance to the health, safety and welfare of its employees and others affected by its undertakings, and accepts fully its duties and responsibilities under the Health & Safety at Work etc. Act 1974, and the Management of Health & Safety at Work Regulations 1999.

The Company recognises that effective health and safety management is an essential component in achieving overall successful business performance and as such it will be integrated within and ranked equally with other business aims and objectives in order to minimise accidents; incidents; injuries; ill health and any other losses associated or attributable to the absence of an effective health and safety management system. Particular attention will be paid to the following:

- A safe place of work, with safe access and egress;
- A healthy working environment, without risks to health;
- Provision of adequate welfare facilities;
- Provision of sufficient information, instruction, training and supervision to enable all employees to contribute positively to their own safety and health at work and to avoid hazards and control the risks;
- Ensuring plant and equipment are safe;
- Ensuring that safe systems of work are set and followed;
- Safe arrangements for the use, handling, storage and transport of articles, materials and substances.

The Company will commit the necessary resources, so far as is reasonably practicable, to achieve all of the above and in addition will regularly monitor, audit and review its health and safety management system to ensure that the arrangements for implementing a positive safety culture are realised.

Whilst the Company accepts the main responsibilities for the implementation of the Health, Safety and Welfare Policy it also acknowledges that this cannot be achieved without the co-operation of its employees thus the participation of employees in consultation forums; the development of health & safety policies, arrangements, procedures, working practices and assessing risk; solving of problems and the undertaking of specific health and safety roles is actively encouraged.

In light of the legislative responsibilities placed upon the Company and its employees any non-compliance by any member of the Company's management or employees with statutory regulations or the more local safety policies and procedures laid down by the Company, may result in disciplinary action being taken. Legal action by the appropriate enforcing authority may also be taken.

The Directors and Trustees believe that a successful Company must be, by definition, a safe Company.

Signed on behalf of the Company:

2. ORGANISATIONAL ROLES AND RESPONSIBILITIES

Everyone has a legal duty of care under the Health and Safety at Work etc. Act 1974 to ensure the safety of others including colleagues; learners; visitors; contractors and others affected by our work, including the local community. In order to comply with this duty of care all employees must be aware of the lines of communication and levels of responsibility which exist to ensure that matters of health, safety and welfare can be dealt with adequately.

Safety management legislation clearly puts the responsibility for safety not just with the employer but also with managers and employees. In order to ensure that health and safety is successfully managed within the Company the following organisational responsibilities have been allocated:

2.1 Directors

The Directors have overall responsibility for all health and safety matters within the Company. This responsibility includes ensuring that health and safety matters are seen as an important priority for the Company and are addressed through comprehensive policies and procedures that are effectively implemented and appropriately resourced within the overall financial position of the Company. On behalf of the Company and in pursuance of discharging their legal responsibilities the Directors will:

- Appoint competent persons to assist in undertaking the measures necessary to comply with statutory Regulations so as to ensure that the Company has a robust Health, Safety and Welfare policy which provides a clear unequivocal commitment to safety and sets out a framework for improving health and safety performance with the ultimate aim of reducing the prevalence of accidents; incidents; injuries; ill health and any other losses associated or attributable to the absence of an effective health and safety management system.
- Delegate responsibility to the R.E.A.L. Managers to ensure that all staff and service users work in a safe manner, that risk assessments are undertaken and that there is adequate and appropriate supervision of staff and service users. Delegation of such duties does not discharge the Directors from overall responsibility but rather serves to ensure compliance with the statutory duties imposed upon them.
- Ensure that managers and staff are given adequate training in health and safety matters and are allocated budget needs sufficient to ensure that Regulations and Company procedures can be complied with.
- Instigate appropriate disciplinary action where staff are in breach of the Health, Safety and Welfare Policy and Health & Safety Regulations.
- Liaise with health and safety enforcement agencies as appropriate.
- Ensure that communication systems are in place to enable this policy to be brought to the attention of all managers and employees.
- Ensure that the objectives of the policy are fully understood, implemented and supported by all members of the R.E.A.L. Management Team.
- Ensure that rigorous monitoring procedures are in place at all levels of the organisation to facilitate the effective implementation of the policy.

2.2 Board of Trustees

The Board of Trustees is committed to health and safety and will provide leadership to ensure that health and safety is taken into account when business decisions are taken. The Board will set a high personal example of health and safety standards and will ensure that:

- Implications in respect of health and safety are addressed in all business decisions and that adequate resources and financial provision for putting the health and safety policy into effect are made available.

- It is informed of and alerted to all risk management issues including health and safety about significant health and safety failures and of the outcome of the investigations into their causes at Board of Trustees meetings and an annual report.

2.3 Head of Health, Safety and Environment

As part of the R.E.A.L. Management Team, the Head of Health, Safety and Environment is appointed as the competent person (as defined in The Management of Health and Safety at Work Regulations 1999). On behalf of the Directors the Head of Health, Safety and Environment's primary focus will be to lead on health, safety and venue management, including but not limited to;

- Developing and maintaining up to date knowledge of health and safety legislation pertinent to the business.
- Implementing relevant health and safety legislation and associated Codes of Practice within departments.
- Developing and undertaking health and safety assessments for facilities and all areas of work.
- Development of safe systems of work for all operations and functions across the organisation.
- Ensuring that all locations are the subject of a health and safety inspection, devising full reports on the findings and the development of action plans with the responsible managers for continuous improvement.
- Devising an annual health and safety programme including an annual report to the board of directors.
- The ongoing review of all health and safety related policies, practices and systems within departments and advising management of any areas requiring change.
- Ensuring that all accidents, incidents, near misses and illnesses are properly reported, recorded and investigated with a view to recommending action to prevent recurrence. To include reporting, as appropriate to the Health and Safety Executive and/or any other Regulatory Body or third party.
- The development and delivery of health and safety training where identified.
- Liaising with the Health and Safety Executive and other Regulatory Bodies as necessary.
- Ensuring that fire risk assessments are undertaken for all premises and the provision of advice and guidance on ensuring their compliance.
- Providing advice and guidance to support management on all issues relating to infection control and communicable diseases and to assist in the development of strategies posed by various infections and health alerts as required.
- Ensuring that all services commissioned by the Company or managed by contractors on behalf of the Company are monitored and inspected to ensure that appropriate health and safety standards are maintained.

2.4 R.E.A.L. Executive Team

Each member of the R.E.A.L. Executive Team is responsible for ensuring that the Health, Safety and Welfare Policy is implemented within their designated areas of responsibility. More specifically they will;

- Be individually responsible for ensuring the introduction of all agreed Company health and safety initiatives which will facilitate the implementation of the Health, Safety & Welfare at Policy in full.
- Ensure the implementation of processes for dealing with the assessment of all risks and the control and monitoring of significant risks.
- Ensure that contracts of employment and job descriptions detail specific health and safety responsibilities of all employees.
- Ensure that all formal appraisal systems for all employees incorporate the setting of health and safety objectives, which are specific, clear, measurable and measured, and that any such systems identifies health and safety training needs.

2.5 R.E.A.L. Managers

All levels of line management are responsible for ensuring that the Health, Safety and Welfare Policy is implemented within their own areas of responsibility and with all staff that they manage/supervise. They must monitor the workplace to ensure that safe conditions are maintained and hazards are appropriately identified. Where hazards are identified they must ensure that the associated risks are controlled so far as is reasonably practicable.

Management duties include the following;

- Ensuring that risk assessments are carried out and documented for all planned tasks; activities and processes where significant hazards and risks exist and that the findings are shared with all relevant persons; the control measures are implemented and the risk assessments are regularly reviewed.
- Ensuring the implementation of any safety policies or procedures approved by the Company within their own area and that these are brought to the attention of, and made available to, all staff; learners; contractors and visitors within their area.
- Ensuring that there are adequate regimes in place to regularly and sufficiently check the suitability and safety of all work/teaching areas; hazardous substances; work equipment and machinery. This also includes maintaining adequate records and implementing action plans relevant to the regular maintenance, testing and servicing of equipment and the reporting of any defects.
- Preventing access by employees or other persons to any defective machinery, equipment or structures until the faults have been rectified.
- Ensuring that there is a system in place for ensuring staff attendance at mandatory training.
- Ensuring that all reports and action plans from management meetings, the Head of Health, Safety and Environment; the Health & Safety Executive/Local Authority and any similar sources receive prompt attention and appropriate action.
- Ensuring that suitably and sufficiently trained persons are identified and available within each department/area to support the application of Health and Safety legislation and all Company policies/procedures.
- Ensuring that individual Job Descriptions reflect the level of responsibility in relation to health and safety.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely. In the case of any new operations, processes or machinery being introduced they are to liaise with the Head of Health, Safety and Environment to ensure that all the necessary precautions have been covered.
- Ensuring the adequate induction of all new employees/learners/contractors emphasising the health, safety and welfare aspect of their duties.
- Arranging for the reporting of all accidents; incidents and near misses to the Head of Health, safety and Environment and to support local accident investigations and any other investigations carried out by relevant authorities such as the Health and Safety Executive, Environmental Agency and local Environmental Health Authority.
- Ensuring adequate access to emergency facilities i.e. fire-fighting equipment and that adequate first-aid facilities are available and adequately maintained within areas of responsibility.
- Bringing to the prompt attention of senior management any health and safety issues that require further action.
- Keeping up-to-date with developments in their field of work relating to health and safety and responding to change as necessary.
- Ensuring that all appropriate personal protective equipment is always available fit for purpose, adequately maintained and where necessary users are appropriately trained.
- Ensuring that appropriate warning notices and all instructions are prominently displayed.

2.6 Employees

The Company acknowledges that employees have specific legal obligations in relation to health, safety and welfare thus it is essential that all staff:

- Take reasonable care of their own health and safety and ensure that the health and safety of others is not affected by their acts or omissions.
- Cooperate with all aspects of health, safety and welfare as prescribed within Company policies; procedures; guidance documents and as instructed by managers.
- Use safety equipment provided and report any unavailability and/or damage to an appropriate manager.
- Report any defects and hazards that they reasonably foresee as posing a risk to an appropriate manager.
- Report all accidents; incidents and near misses in accordance with Company procedures.
- Do not intentionally or recklessly interfere with anything provided in the interests of health and safety.

2.7 Service users

By definition service users are classed as members of the public and as such the Company cannot enforce the same responsibilities upon them as their own employees. However, in order to ensure, so far as is reasonably practicable, that the Company is able to meet its general duty of care to persons not in its employment learners are required to;

- Comply with all Company rules and procedures.
- Observe standards of dress and behaviour appropriate to their environment.
- Report any defects and hazards that they reasonably foresee as posing a risk to an appropriate member of staff.
- Report all accidents; incidents and near misses to an appropriate member of staff.
- Not intentionally or recklessly interfere with anything provided in the interests of health and safety.

3. IMPLEMENTATION ARRANGEMENTS

The roles and responsibilities of staff in the implementation of this policy and procedures are set out clearly in the organisational responsibilities section.

All new members of staff will be made aware of the Health, Safety and Welfare Policy and general health and safety arrangements during the formal staff induction process. Updated and amended procedures will be disseminated and reinforced in training sessions, team meetings and via email communications. All staff will have access to this policy on the Staff Hub.

3.1 Company-wide Policies, Procedures and Guidance (General Health and Safety Arrangements)

In view of the wide-ranging requirements of the Health & Safety at Work etc. Act 1974, subsequent Regulations, Approved Codes of Practice and Guidance issued under the Act the Company will issue individual policies and procedures reflecting those requirements. These policies will be reviewed and/or developed by the Head of Health, Safety and Environment in association with the relevant areas of the organisation (drawing upon the expertise of local staff and management).

The Head of Health, safety and Environment will be responsible for monitoring health and safety related policies and procedures and, together with the R.E.A.L. Leadership Team, will be responsible for maintaining an up-to-date schedule for reviewing said policies, taking into account changes in statutory requirements and operational practice.

3.2 Local Departmental/Area Policies and Procedures

All managers are responsible for implementing safe systems of work within their own area of responsibility. These should be based on suitable and sufficient risk assessments, and drawn up by a competent person(s).

All department/area documented health and safety information, policies; safe systems of work (procedures/guidelines) must be drawn to the attention of, and made available to all employees and service users working in the department. Arrangements must be made for the procedures to be regularly reviewed and updated when work practices change, new guidance is issued or an incident/accident has occurred.

3.3 Training and Information

The training of all employees is an essential element of any successful health and safety management system. The information, instruction and training of employees is seen as a fundamental part of providing a safe working environment. Training should be provided at the start of employment (induction) and then on a regular basis throughout employment. This continual training programme is to ensure high standards of safety are maintained for the benefit of employees, learners and the general public.

Where health and safety training is required by legislation it is termed 'mandatory' in Company documentation. The following training is mandatory for all employees and must be completed within the first six months of employment;

- [R.E.A.L. Foundation Trust Health and Safety Induction](#)
- Health & Safety in Education (EduCare)
- Fire Safety in Education (EduCare)

- Food Hygiene & Safety (EduCare) - If job role involves any food preparation & coo
- Administration of Medication in Schools (EduCare)

Other elements of health and safety training that are considered to be essential and will vary from one service to another depending on the risks to employees and learners and may form part of a Job Description. Local health and safety training will include, for example, use of work equipment, emergency procedures, COSHH and use of personal protective equipment.

Training should, where possible, involve practical instruction where the trainer demonstrates or explains how to carry out a particular task/activity/procedure. To support training employees and learners should be provided with written information to be used as a reference at a future date.

All training provided should be recorded and evidence kept that training has taken place.

3.4 Accident/Incident/Near Miss Reporting

Any accident/incident or near miss involving employees, learners, contractors, visitors and members of the public must be recorded in line with Company procedures (see Table in section 3.1).

The Head of Health, Safety and Environment will determine the level of investigation required and the findings of all investigations will be forwarded to the relevant managers along with recommended action to be taken.

The Head of Health, Safety and Environment shall determine whether any accident or incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and will arrange that any such occurrences are reported through the appropriate channels and within the set timescales. In the absence of the Head of Health, Safety and Environment this process shall be undertaken by a Director or member of the R.E.A.L. Leadership Team.

4. CONSULTATION WITH EMPLOYEES

The Company will consult with employees on matters relating to health and safety as per the Health and Safety (Consultation with Employees) Regulations 1996 and as such has elected to consult directly with the entire workforce (either directly to employees, through team meetings, the Staff Hub or other internal communications) as required and/or consult via a Health and Safety Committee if there is a need for any such requirement.

The typical issues that will be consulted upon include (but not limited to);

- the introduction of any measure which may substantially affect health and safety at work, for example the introduction of new equipment or new systems of work;
- arrangements for getting competent people to help comply with health and safety laws (a competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help an employer meet the requirements of health and safety law);
- information on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology.

The company will provide sufficient time and resources to allow employees to participate fully in any consultation process.

5. MONITORING AND REVIEW

The Head of Health, Safety and Environment will monitor the effectiveness of all health and safety policies and procedures implemented within the Company, in order to ensure legal compliance.

Any updated policies and procedures will be made available on the Staff Hub.