Health & Safety Policy HSP 2 Organisation

Key Document details:			
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THE WHITE HORSE FEDERATION

Title:	HSP 002 - Health and Safety Organisation
Author(s):	David Maine
Date:	September 2020
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Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff.

Arrangements	
1	**Organisation for Health and Safety** To fulfil its duties and corporate governance responsibilities, The White Horse Federation (TWHF) has a system of devolved management, which provides a clear commitment in ensuring a safe working environment. Health and safety activities are delegated to encourage and enable these issues to be addressed at a local level wherever possible. However, although health and safety management is devolved for practical purposes, the overall responsibility for health and safety of TWHF's employees, and others affected by our work activities, rests with the Chief Executive Officer (CEO). The CEO and Directors will ensure that health and safety is a primary consideration in policy development and resource planning, including monitoring and reviewing the effectiveness of health and safety strategies across TWHF. Principals, Managers and Supervisors play a key role in managing and supervising health and safety, and in maintaining and improving these standards. Without detracting from the primary responsibility of Principals, Managers and Supervisors, TWHF will provide, through its Health and Safety Manager, competent advice on health, safety and welfare matters, to ensure policy compliance. TWHF further recognises the key role to be played by all Principals, Managers, Supervisors and Employees in effective health and safety risk management. They have a crucial part to play in maintaining and improving health and safety standards across TWHF. TWHF will ensure that Occupational Health facilities are provided and will identify, control and reduce work-related ill health.
2	**Management Arrangements for Application of the Policy** This Health and Safety Policy Statement sets out a general framework for the organisation and arrangements for health and safety across TWHF. To support this policy and to effectively manage the health and safety risks and issues within the organisation, TWHF has developed a series of topic-based health and safety policies. These policies provide the detailed arrangements for effective management of specific health and safety risks. These are accessible via TWHF/TEAMS/Health and Safety Site, or by request to Health and Safety Manager
3	**Consultation Arrangements** Employees will be consulted with regard to the arrangements to control significant risks and to comply with the relevant legislation. This will be conducted informally by Managers and Supervisors in the workplace and formally through a standing agenda item at all team or group meetings.

		Recognised Trade Union consultation will be facilitated where requested.
4	**Monitoring and Review of TWHF's Health and Safety Performance**	
	The devolved structure, including health and safety arrangements will be monitored by The Board or Trustees, through the production of regular health and safety reports to ensure that the arrangements remain effective and appropriate. The Director of Estates regularly reports to the risk and audit committee to highlight significant risks, reviews reported accidents, injuries and incidents and to recommend any actions for improving performance. Each site will be audited annually to ensure practical application of TWHF policies. Annual audits will be supplemented by regular dashboard audits to ensure ongoing compliance.	
Roles and Responsibilities		
1.	**Board or Trustees** Responsibility for allocating and controlling the financial, staffing and property resources of TWHF. Ensure that the requirements and procedures under its policies are communicated and enforced throughout TWHF. Ensure regular review of health and safety performance and targeting area's for improvement.	
2.	**The Chief Executive Officer** The Chief Executive Officer has overall accountability for ensuring that TWHF's health and safety policies are implemented.	
3.	**Directors Responsibilities** Directors have lead responsibility for: • Establishing and maintaining an effective organisation for the control of health and safety matters, including the allocation of responsibilities. • Establishing means of communication on health, safety and welfare matters. • Ensuring effective monitoring systems are properly implemented, in accordance with TWHF policies. • Liaising with the Health and Safety Manager on the overall identification of health and safety needs. • Advising the CEO, in writing, of any cases where the policy cannot be implemented and maintained due to a lack of resources or other factors. • Ensure each premise under their control has a competent and responsible person to fulfil the requirements of its policies.	
4.	**Director of Estates Responsibilities** • Has delegated managerial-responsibility (Responsible Person) for the management of health and safety in TWHF premises.	

	• The Director of Estates will undertake the roles and responsibilities of the Responsible Person and shall have such experience, instruction, information, training, competence, and resources to carry out his duties competently and safely. • Engage with and utilise specialist health and safety practitioner support and advice to ensure TWHF meets its legal responsibilities. • Liaise with any enforcing authority in relation to health, safety or fire safety issues. • Where required employ or contract specialist advice or services. e.g. Fire Risk Assessment. • Leading TWHF on the overall identification of health and safety needs. • Ensure that those employees with specific roles/responsibilities for health and safety, e.g. Site Managers, are competent and receive information, instruction, training and supervision as necessary to enable them to perform effectively in their role. • Monitor and review current and future health and safety legislative requirements. • Feedback to the Directors regarding both successes and failures in relation to health and safety performance, and advise of any deficiencies in plans, arrangements, systems or precautions. • Making sure that sufficient information and resources are made available within the allocated budget, or highlighting to directors the need to further resources. • Drafting of procedures for the management of health and safety and developing processes for effective implementation. • Monitoring effectiveness of corporate procedures and reviewing as necessary.

5.	**Principals and Managers Responsibilities**
	
	Principals will make sure that workplace precautions and safe systems of work which are developed in order to control hazards and risks, are in place and are implemented by:
	
	• Maintaining an understanding of TWHF health and safety policy arrangements and an awareness of relevant current health and safety legislation, issues and procedures and operating within these requirements;
	
	• Demonstrating their commitment to the health and safety policy and promoting a positive health and safety culture by: -
	
	    - promoting good practice;
	    - exercising and setting a good example;
	    - challenging poor perceptions or attitudes towards health and safety;
	    - encouraging people to identify problems before they result in accidents/incidents;
	    - ensuring regular two-way communication with employees about health, safety and welfare matters.
	• Being responsible for the implementation of the health and safety policy, management arrangements, safe systems of work, workplace precautions and performance standards within their area of control;
	• Ensuring that responsibilities for safety, health and welfare are properly assigned, communicated and understood by employees;
	• Ensuring that hazards are identified, control measures implemented and that recorded risk assessments are up to date. Making sure that the reviewing, monitoring and re-issuing of risk assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes, machinery or people etc. Risk assessments shall be reviewed at not less than 12 monthly intervals;

	- Ensuring work activities are assessed for risk, planning work activities in order to minimise the risk of accident or ill health to employees, non-employees and any identified at risk groups such as young persons and expectant mothers. - Providing employees and non-employees with the necessary information, instruction and training to complete their tasks safely; - Ensuring that each new employee receives a health and safety induction (HSF 2.2) - Making sure that there is communication and participation at all levels in health and safety activities; - Ensuring timely reactive monitoring takes place such as investigating all hazard reports by employees, accidents, incidents of violence and occupational illness (via referral to Occupational Health where appropriate), in order to identify causes, to establish the facts and put in place measures to prevent a recurrence; - Co-operate with a recognised Trade Union in the investigation of a notifiable employee accidents where required, or in an authorised workplace inspection. - Seeking advice and liaising with the Health and Safety Manager on health and safety matters and best practice where necessary; - Informing relevant persons of issues which are beyond their control, or where resources are insufficient to enable compliance with the health and safety policy, and that extra resources are identified to maintain compliance; - The school Principal will report on health and safety related issues including accident statistics at each LGB meeting.
6.	**Health and Safety Manager** - Provide competent advice to TWHF on health and safety related matters; - Monitor and review current and future health and safety legislative requirements: - Review industry best practice and implement changes to policy or process to ensure they are current and effective; - Review and revise the health and safety policies regularly, or after any significant change in the workplace, or an increase in the numbers of accidents, incidents or near misses reported: - Ensuring active monitoring of health and safety matters for example by undertaking health and safety inspections to ensure compliance with health, safety and welfare legislation: - Making sure that records of accidents/incidents, dangerous occurrences and ill health, are kept and examined so that trends can be monitored and targets set: - Liaise with any enforcing authority in relation to health, safety or fire safety issues.
7.	**Site Managers** Site Managers will ensure a safe working environment and effectively manage premises related risks by: - Acting as the "competent person" on site in managing premises health and safety. - Ensure the practical application of TWHF policy arrangements and a good working understanding of key risks including fire safety, legionella, asbestos, electrical safety, contractor management, gas safety, COSHH, working at height, manual handling and vehicle safety. - Ensure day to day site safety through regular facility checks and effective management of contractors. - Ensure all programmed safety checks and tests are carried out as detailed and recorded once completed.

	• Notify the Director of Estates or Principal of any safety issues that cannot be resolved immediately, or needs further action. • Maintain fire log book and premises files with all relevant certificates to ensure proof of compliance. • Ensure site security including gated access, door entry systems and CCTV systems are fully operational. • Ensuring work activities are assessed for risk, planning work activities in order to minimise the risk of accident or ill health to employees, non-employees and any identified at risk groups such as young persons and expectant mothers. • Ensure risk assessments are followed and highlighted control measures are implemented. Includes effective use of PPE where identified. • Informing relevant persons of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy, and that extra resources are identified to maintain compliance. • Ensuring that responsibilities for safety, health and welfare are properly assigned communicated and understood by employees within their area of control.
8.	**Employees Responsibilities** Employees have an important role to play in achieving a healthy and safe work environment and maintaining and improving health and safety standards, so all employees will: • Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work; • Co-operate with their manager with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with; • Only use machinery; equipment; substances; transport equipment in line with training and instruction provided; • Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare; • Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others; • Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures, health and safety policy arrangements, safe systems of work, and safety rules with regard to their working practices; • Conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others; • Be appropriately dressed for the particular working conditions and activities; • Conduct themselves at all times in an orderly manner in the workplace and refrain from any horseplay; • Report all accidents, near misses, incidents of violence, work related ill health, diseases and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible.
9.	**Local Board of Governors (LGB)** The LGB shall proactively monitor health and safety related issues at school level, recording their findings within the LGB meeting minutes. Where further action is required this should be followed up by a named governor or reviewed at the next LGB meeting.

	The LGB shall receive as appropriate information from the Audit and Risk Committee and ensure that actions are implemented where required.	
10.	**Local Arrangements** Each school or site will document local arrangements for the management of health and safety including any specific roles or responsibilities, and named health and safety management team representatives. See HSF 2.1 Any health and safety issue can be escalated if not resolved through the local arrangements framework, or further if required to the Health and Safety Manager - Director of Estates – CEO.	
11.	**Appendices** 1. HSF 2.1 Health and Safety Management - Local Arrangements 2. HSF 2.2 Record of Health and Safety Induction	

Date	Issue	Section	Changes
September 2020	1.5	5	All new starters to receive a H & S induction