

Health and Safety

Operational Management System Manual

V1.7

This document applies to all academies and operations of Cambrian Learning Trust.

www.cambrianlearningtrust.org

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Contents

Introduction.....	4
Organisational for Health and Safety	4
Organisational Health and Safety Structure	4
Responsibilities	5
Board of Trustees Responsibilities	5
Trust Resources Committee Responsibilities	5
The Chief Executive Officer (CEO) Responsibilities	6
The Chief Operations Officer (COO) Responsibilities	6
Trust Operations Director Responsibilities	6
Executive Headteachers, Headteachers and Head of School Responsibilities	7
Line Manager Responsibilities	8
CLT Operations Team Responsibilities (part of Central Team).....	9
Site Managers, Tradesperson and Caretaker Responsibilities	9
Employees Responsibilities.....	10
Local Governing Committee (LGC).....	11
Local Arrangements.....	12
Consultation and Governance	12
CLT Joint Committee on Health and Safety	12
Information and Participation	12
Safety Representatives.....	13
Health and Safety Management System	13
Management System Elements	14
Policy including Scope	14
Planning	14
Implementation and Operation	14
Checking and Corrective Action	14
Management Review	14
Continual Improvement.....	15
Hierarchy of Documentation	15
Scope of the CLT Safety Management System.....	15
Cambrian Learning Trust Health and Safety Policy	16
Planning.....	16
Activity Planning.....	16
Workplace Activities	16
Risk Management.....	16

Risk Control Systems	17
Manuals, Plans and Procedures	17
Maintenance Control.....	17
Safe Systems of Work	18
Control of Hazardous Substances	18
Emergency Arrangements	18
Health and Safety Reporting	18
Training	19
Induction training	19
Skills Training and Competence	19
Competence and Selection	19
Personnel Selection	19
Job Descriptions	20
Contractor Selection	20
Occupational Health	20
Medical Facilities and First Aid	20
Health Surveillance and Promotion	20
Occupational Health Related Policies	20
Checking and corrective action	21
Audits	21
Incident Report Monitoring	21
Health and Safety Inspections	22
Management Review	22
Monitoring Performance	22
Management Review	22
Continual Improvement	22
References	23
Related Documents.....	23
Appendices.....	23
Appendix A: Document Record Sheet	24

Introduction

Organisational for Health and Safety

To fulfil its duties and corporate governance responsibilities, the Cambrian Learning Trust (CLT, the Trust) 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 are devolved for practical purposes, the overall responsibility for health and safety of CLT's employees, and others affected by our work activities, rests with the Board of Trustees and the Chief Executive Officer (CEO).

The Trustees 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 CLT.

Executive Headteachers, Headteachers, Heads of School, and Line Managers play a key role in managing and supervising health and safety, and in maintaining and improving these standards without detracting from the primary responsibilities. The Trust will provide competent advice on health, safety and welfare matters, to ensure policy compliance. The Trust further recognises the key role to be played by all Executive Headteachers, Headteachers, Heads of School, Line Managers 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 the Trust. The Trust will ensure that Occupational Health facilities are provided and will identify, control, and reduce work-related ill health.

Organisational Health and Safety Structure

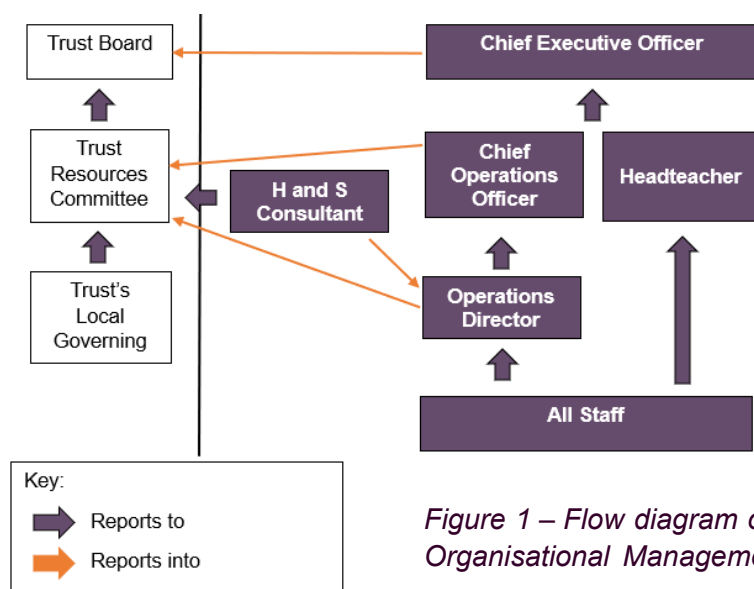


Figure 1 – Flow diagram of the Trust's Health and Safety Organisational Management Structure

Note: Headteacher refers to Executive Headteachers, Headteachers and Heads of School

Responsibilities

Board of Trustees Responsibilities

The Board of Trustees are legally accountable for ensuring that CLT's health and safety policies and procedures are communicated and implemented throughout the Trust. In carrying out this responsibility the Board is:

- Responsible for ensuring Trust decisions reflect the Trust's health and safety intentions
- Responsible for allocating and controlling the financial, staffing and property resources of CLT.
- Responsible 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.
- Ensure each premise under their control has a competent and responsible person to fulfil the requirements of its policies.

Note: approving and monitoring the implementation and effectiveness of the Trust's health and safety policy is delegated to the Trust Resources Committee.

Trust Resources Committee Responsibilities

The Trust Resources Committee is responsible to the CLT Board for ensuring:

- Health and safety policies and procedures are prepared to meet the legal, moral and social obligations of the Trust.
- Arrangements have been set in place to implement and monitor the effectiveness of the Trust Health and Safety Policy.
- Arrangements have been set in place to monitor and review the health and safety performance of the Trust and target areas for improvement.
- Adequate emergency arrangements are in place.
- They advise the CLT Board on the resources necessary to fulfil its obligations.
- Advising the CLT Board on what arrangements are in place to monitor the effectiveness of CLT Health and Safety Policy and arrangements and the results of that monitoring.
- Liaising with the CEO on the overall identification of health and safety needs.

The Chief Executive Officer (CEO) Responsibilities

The Chief Executive Officer, as a member of the Board of Trustees, has accountability for ensuring that CLT's health and safety policies are communicated and implemented. The CEO is responsible for ensuring systems are in place to:

- Manage the health and safety risks of the Trust.
- Monitor the health and safety performance of the Trust
- Ensure that resources are made available to support the Trust's schools

In doing this, the CEO reviews policies and procedures and receives reports via the Resources Committee on the Trust's health and safety performance.

The Chief Operations Officer (COO) Responsibilities

The Chief Operations Officer has operational responsibility for ensuring that CLT's health and safety policies are communicated and implemented.

Trust Operations Director Responsibilities

The Trust Operations Director is the competent person appointed under the Management of Health and Safety Regulations and has delegated managerial responsibility (Responsible Person) for the management of health and safety in CLT premises.

The Trust Operations Director is responsible to the Trust Chief Operations Officer (COO) for setting in place management arrangements to ensure the safe operation and maintenance of plant and equipment used by Trust schools.

The Trust Operations Director is responsible for:

- Undertaking the roles and responsibilities of the Responsible Person and shall have such experience, instruction, information, training, competence, and resources to carry out their duties competently and safely.
- Engaging with and utilising specialist health and safety support and advice to ensure CLT meets its legal responsibilities.
- Liaising with any enforcing authority in relation to health, safety, or fire safety issues.
- Employing or contracting specialist advice or services. e.g., Fire Risk Assessment, where required.
- Leading CLT on the overall identification of health and safety needs.

- Ensuring that those employees with specific roles/responsibilities for health and safety, are competent and receive information, instruction, training, and supervision as necessary to enable them to perform effectively in their role
- Monitoring and reviewing current and future health and safety legislative requirements.
- Monitoring and recording trends to ensure standards are upheld and that legislative compliance is maintained.
- Reporting the Trust Board and Resources Committee regarding both successes and failures in relation to health and safety performance, and advise of any deficiencies in plans, arrangements, systems, or precautions.
- Ensuring sufficient information and resources are made available within the allocated budget or highlighting to Trustees the need to further resources.
- Developing Trust Health and Safety Policy, Organisation and Arrangements for approval.
- Developing policies and procedures for the management of health and safety and processes for effective implementation
- Monitoring effectiveness of policy and procedures and reviewing, as necessary.
- Providing Health and Safety advice to the Trust and its staff, including training requirements, and developing training course where appropriate.
- Developing and implementing a health and safety inspection and audit programme covering all schools of the Trust.
- Disseminating lessons learnt from inspection, audits, investigations etc. to all schools.
- Advising on the application of the Construction (Design and Management) Regulations to work carried out for the Trust.
- Suspend any activity, where unsafe or unsatisfactory activities are identified, whilst the issues are addressed.

Executive Headteachers, Headteachers and Head of School Responsibilities

Each School Executive Headteacher, Headteacher or Head of School has overall responsibility for ensuring that health and safety management arrangements are implemented in the school they are responsible for. In meeting this they are responsible for:

- Developing their School Health and Safety Procedures, Instructions and Documentation.

- Meeting the requirements detailed in individual Trust Safety Policy and Procedures.

Note: Headteachers and Heads of School, where in place, are the persons responsible for the Health and Safety of their site.

Line Manager Responsibilities

Line Managers will make sure that workplace precautions and safe systems of work, which are developed to control hazards and risks, are in place and are implemented by:

- Maintaining an understanding of CLT 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.
- 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; and
- 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 with priority given to higher risk activities.
- Ensuring work activities are assessed for risk, planning work activities 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.

- 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), 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 CLT Operations Team 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; and
- Reporting on health and safety related issues including accident statistics at each LGC meeting.

CLT Operations Team Responsibilities (part of Central Team)

- Provide competent advice to CLT on health and safety related matters.
- Monitoring and review current and future health and safety legislative requirements
- Reviewing industry best practice and implement changes to policy or process to ensure they are current and effective.
- Reviewing and revise the health and safety policies regularly, or after any notable 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; and
- Liaising with any enforcing authority in relation to health, safety, or fire safety issues.

Site Managers, Tradesperson and Caretaker Responsibilities

Each school Site Manager or equivalent is responsible to the school Headteacher, Head of School, Business Manager, or their nominated representative.

Site Managers or equivalent will ensure a safe working environment and effectively manage premises related risks by:

- Supporting in managing premises health and safety
- Supporting in the practical application of CLT 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.
- Supporting in ensuring day to day site safety through regular facility checks and effective management of contractors.
- Ensuring all programmed safety checks and tests are carried out as detailed and recorded once completed.
- Notifying the Headteacher, Line Manager or CLT Operations Team of any safety issues that cannot be resolved immediately or needs further action.
- Maintaining fire logbook and premises files with all relevant certificates to ensure proof of compliance.
- Ensuring site security including gated access, door entry systems and CCTV systems are fully operational.
- Supporting in ensuring work activities are assessed for risk, planning work activities 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.
- Supporting in ensuring 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 staff, visitors, or contractors within their area of control.

Employees Responsibilities

Employees have a vital role to play in achieving a healthy and safe work environment and maintaining and improving health and safety standards.

All employees are responsible for:

- 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.
- Following Trust and School specific Health and Safety policies, procedures, and guidance.

- Co-operating with their manager regarding any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with
- Only using machinery, equipment, substances, and transport equipment in line with training and instruction provided.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety, and welfare.
- Stopping work and drawing to the attention of their line manager, Union Safety Representative, or the Trust Operations Manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others.
- Ensuring 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 about their working practices
- Conforming to all instructions whether verbal or written, given to ensure personal safety and the safety of others
- Being appropriately dressed for the working conditions and activities.
- Always conducting themselves in an orderly manner in the workplace and not doing anything which could harm themselves or others
- Reporting 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.

Local Governing Committee (LGC)

Each school has retained their Local Governing Committee (LGC). LGCs have the responsibility for implementing arrangements to oversee and monitor the implementation and effectiveness of health and safety arrangements in its school. LGCs may do this directly or delegate the responsibility to the Trust's Resources Committee.

LGCs are responsible for:

- Ensuring Trust and School policies and procedures are communicated and implemented by the Headteacher or equivalent.
- Ensuring termly reports are received from the Headteacher or nominated representative on health and safety issues applicable to their school.
- Ensuring health and safety audit actions are monitored and closed by the Headteacher or equivalent within recommended time limits.

- Proactively monitoring health and safety related issues at school level, recording their findings within the LGC meeting minutes and ensuring actions are followed up by the Headteacher or a named governor and reviewed at the next LGC meeting
- Reporting health and safety concerns to the Trust Resources Committee.

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 in addition to the roles above.
- Any health and safety issue can be escalated if not resolved through the local arrangements' framework, or further if required to the CLT Operations Team and Chief Operations Officer.

Consultation and Governance

CLT Joint Committee on Health and Safety

The Trust's HR Director meets with the Union Safety Representatives to discuss Health and Safety matters associated with the Trust activities.

Employees may also bring safety concerns to the attention of Trades Union Safety Representatives and the Trust's Operations Manager, independent of the line management chain

The Trust's Operations Manager and the Headteachers and Heads of Schools regularly consult on matters of Health and Safety with Trust employees.

Information and Participation

In addition to the consultation process employees may attend various other meetings at which health and safety may be discussed. In addition, the Trust or the school may inform staff of issues as they arise, by:

- Toolbox talks
- Placing health and safety notices noticeboard,
- Issue of special health and safety cascades – e.g. Following particularly uncommon incidents or accidents, or lessons learnt from inspections and audits etc.,

Workforce information and participation is carried out through various mediums, through the formal employee consultation at Trust level.

Safety Representatives

Safety representatives can be elected in accordance with both the Safety Representatives and Safety Committee Regulations 1977 and the Safety (Consultation with Employees) Regulations 1996. The Trust encourages safety representatives to get involved in CLT Health and Safety.

Health and Safety Management System

The Organisational Management System Manual is based on the international standard:

- **ISO45001:2018 Occupational Health and Safety**

The model used to represent the health and safety management system described in this manual is shown below:

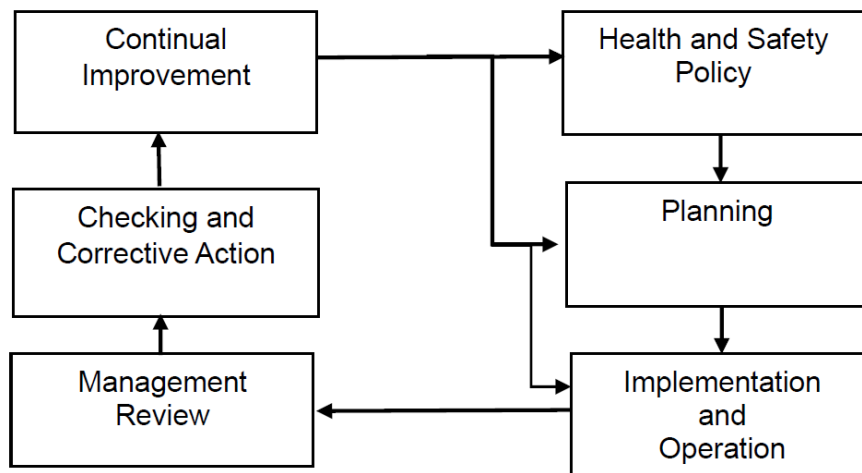


Figure 2 – Flow diagram of the Management System Model

The health and safety management system described in this document sets out a policy for continual improvement of health and safety performance. It sets a framework that can be adapted to present and future needs by:

- Providing a basis for meeting present health and safety practices
- Providing a basis for adapting to future requirements (legal, stakeholder influences, CLT growth etc.).
- Providing organisational arrangements which ensure clear governance, accountability and responsibility for health and safety matters.

Management System Elements

The main elements of the management system are illustrated in **Figure 2** and are as follows:

Policy including Scope

- Identifies the scope of the health and safety management system.
- Sets out the Trust's policy on Health and Safety.

Planning

Outlines the arrangements that control the health and safety risks associated with the Trust and includes:

- Risk Management
- Risk Control Systems:
 - Manuals, Plans and Procedures.
 - Emergency Management.

Implementation and Operation

A section that describes, with respect to Health and Safety, the organisational structure and responsibilities of the various elements that make up the Trust and general management arrangements which include communication.

CLT activities are carried out within premises leased to the Trust from the Local Authority. In planning its health and safety management system the Trust has organised itself in the manner illustrated in **Figure 1**.

Checking and Corrective Action

Describes the system of monitoring health and safety performance. Also describes the Trust's approach to auditing.

Management Review

Describes the Trust's approach to performance measurement, and management reviews of the health and safety management system.

Continual Improvement

Figure 2 indicates the feedback process within the management system, and how the audit and review process links back to all other components of the system to improve performance based on lessons learned.

Hierarchy of Documentation

The health and safety management system manual are integral to the Trust's approach to managing and controlling its hazards and risks. The organisation of documentation is shown below in **Figure 3**.

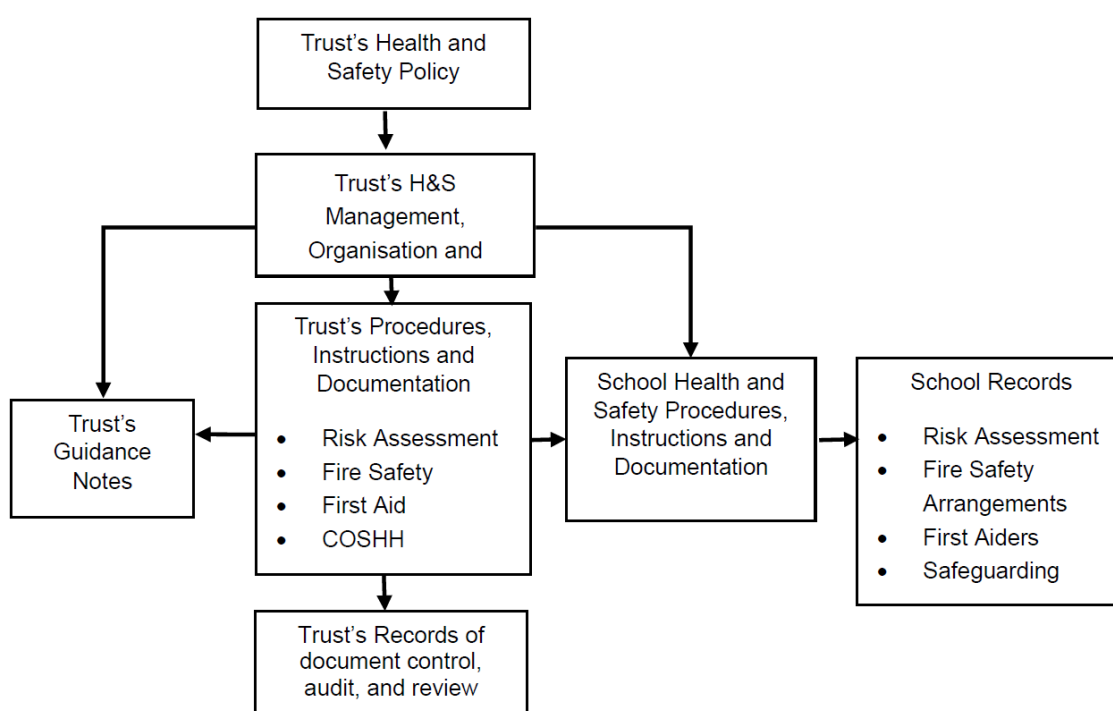


Figure 3 – Health and Safety Document Hierarchy

Scope of the CLT Safety Management System

The scope of the Cambrian Learning Trust's health and safety management system is defined below:

- The provision of education services for children aged 4 to 18 years old
- To provide a safe and secure environment for teaching and support staff to work and for pupils to learn.

Cambrian Learning Trust Health and Safety Policy

Cambrian Learning Trust believes that the health and safety of its employees, contractors and the public is fundamental to the delivery of a safe and secure learning environment. The Trust recognises its moral, legal, and social duty to protect the health and safety of its employees during their employment, to protect employees of other employers, and to protect members of the public who may be affected by its activities.

The overarching policy is described in the Health and Safety Policy Statement.

Planning

Activity Planning

The Trust plans all activities related to the management of health and safety risks. Procedures are followed that strive to eliminate hazards and risks at source and, where this is not possible, to control those hazards and risks.

Workplace Activities

The management system describes how health and safety is implemented into all workplace activities. Hazards and risks are eliminated or controlled at the operational level by a combination of the following:

- Workplace precautions are provided and maintained to prevent harm at the point of risk.
- Risk control systems are implemented to ensure that appropriate workplace precautions are provided and maintained,
- Management arrangements are implemented to organise, implement, monitor, and review the risk control systems.

Risk Management

Risk management lies at the heart of the Trusts' health and safety management system, and ensures that risks to employees, contractors and the public are assessed and controlled. The risk management process is used to devise workplace precautions, and can be divided into two sub- processes:

- Hazard identification: an exercise that involves a careful examination of an activity (or set of activities) to identify the hazards to health and safety associated with each activity,
- Risk assessment: the process by which hazards are evaluated (typically in terms of

consequence and likelihood) to gain an understanding of the risks.

- The systematic study of risk then allows risk control measures to be identified and implemented, adopting the following hierarchy:
- Wherever risks are eliminated or substituted,
- Engineering safeguards (designs/controls) are provided to combat risks where risk elimination is not practicable,
- Administrative safeguards are provided when it is not practicable to eliminate or design out risks. Typically, either management control systems or the provision of personal protective equipment.

Risk Control Systems

Manuals, Plans and Procedures

Manuals, Plans and Procedures are in place to control workplace activities throughout the Trust.

The Trust's health and safety manual (this manual) which sets out the organisation and arrangements within the Trust for the management of health and safety, including procedures describing the methodologies for carrying out risk assessments etc

The Trust Schools Health and Safety Procedures, Instructions and Documentation are separate documentation that align with the schools' procedures but fall in align with the Trust's Health and Safety Policy. These are available for each school within the Trust and describe or reference the local arrangements for the management of health and safety. They detail the key health and safety responsibilities and arrangements associated with the school.

- CLT and local school risk assessments and control measures. Detailed workplace activities are planned and implemented via the use of control measures identified in risk assessments. Where necessary local school procedures are written to cover specific school safety related issues or activities.
- Trust policies and safety procedures can be found on SharePoint under the CLT Resources Area.

Maintenance Control

The Trust does not routinely maintain its own plant, the exception being for general cleaning. Most of the plant maintenance is subcontracted, and subcontractors are managed in accordance with the Trust's procedures.

Safe Systems of Work

All modifications to buildings, and non-routine work at schools within the Trust are controlled formally using permits to work which authorises work to commence when the safe method of working has been identified and approved. Clear identification of the scope and boundaries of the work, and the precautions necessary to ensure a safe method of working, is detailed and agreed prior to the work commencing.

Permits are issued by the Trust Operations in consultation with School Head Teachers or their nominated representatives (Site Managers/Caretakers).

Control of Hazardous Substances

Trust primary schools do not routinely use hazardous substances, however where they are used, they are assessed for their use and controls established to reduce the potential for harm to occur.

Emergency Arrangements

Emergency arrangements may be incorporated within Trust's Health and Safety Procedures, Instructions and Documentation. The arrangements address, for example:

- Fire safety,
- First aid,
- Suspect packages

Arrangements are also established for lone working. These arrangements require, as a minimum, the completion of a risk assessment.

Health and Safety Reporting

Health and Safety issues are reported to the appropriate school body/committee as per **Figure 1**.

Reports are made by the relevant persons to the meeting. The areas reported on are:

- Staff, work equipment and work activities health and safety issues (Accidents and incidents, Results of safety inspection and safety audits etc.),
- Premises health and safety issues (including maintenance and inspection issues)

Significant issues are passed, via the appropriate body/committee, to the Trust's Resources Committee if required.

Training

Induction training

Health and Safety is a key feature of induction for all new starters. The Headteacher at each School (or delegated representative) is responsible for ensuring that health and safety inductions are undertaken. Local Schools Health and Safety Procedures, Instructions and Documentation form the basis for the induction which includes information relating to:

- Health and safety policy and management arrangements,
- Accident and emergency arrangements, including evacuation procedures,
- First aid arrangements,
- Fire safety management,
- Key risk assessments associated with the work to be done.

The CLT Operations Team can advise on the content of the induction.

Skills Training and Competence

The annual appraisal process supports the needs of the staff of CLT Schools and plans to enable everyone the opportunity to reach their full potential, and thereby contribute to the Trust's success. It highlights any health and safety training and competency requirements.

Line Managers undertake annual performance reviews of their staff and agree what training and personal performance targets for the coming year are appropriate.

These leaders are also responsible for ensuring refresher training is carried out.

Competence and Selection

Personnel Selection

The Trust has a rigorous selection process to ensure that those personnel employed by the Trust are competent to carry out the work. The process may include personal interviews, references from former colleagues and employers, and applicants making presentations.

Job Descriptions

Job descriptions for all CLT employees include requirements for any health and safety training they may require. The preparation and review of job descriptions is the responsibility of LineManagers and HR.

Contractor Selection

All contractors who provide services to the Trust are assessed to ensure that they have effective health and safety management systems for work. Contractors are required to operate within CLT and School site policies, procedures, and rules and are monitored and/or supervised to an appropriate extent by the CLT Operations Team or School depending on the nature of the works.

Occupational Health

Medical Facilities and First Aid

Medical facilities are made available to all employees. This service provides access to doctors and nurses who provide the following:

- Employment medicals,
- Subsequent medicals,
- Occupational health advice,
- Counselling.

First aid is made available to all employees and the public, at each of the schools.

Health Surveillance and Promotion

The Trust considers that maintaining a healthy workforce is essential to ensuring a prosperous future for CLT and its employees. To meet this objective Line Managers are responsible for monitoring the well-being of their staff.

Health promotion is promulgated through the issue of various policies on topics such as alcohol and drugs abuse and providing information and access to counselling and other such services.

Occupational Health Related Policies

CLT has several policies which provide a commitment to ensuring a healthy workforce. This commitment is detailed in the following policies:

- Drugs and Alcohol.
- Stress

These policies adopt an approach where any member of staff identified with a policy related issue the problem is supported through any necessary rehabilitation programmes.

Checking and corrective action

The Trust undertakes regular audits of its own activities to monitor internal compliance with its health and safety arrangements.

Audits

A monitoring process is built into the health and safety management system, which provides management information on the effectiveness of implementation, and drives the continual improvement process.

The following health and safety audits are included in the Trust's annual monitoring programme and are carried out to assess the implementation, effectiveness and adequacy of the Trust's health and safety management arrangements:

- **Internal Audits.** These audits are pre-planned to cover all Trust activities, auditing individual school specific arrangements against the requirements of the Trust health and safety management system,
- **Supplier Audit.** At the discretion of the CLT Board an audit of a supplier may be commissioned to check the adequacy of the supplier's arrangements.
- **External Audits.** These audits are pre-planned to cover all Trust activities, auditing individual school specific arrangements against the requirements of the Trust health and safety management system and current legislation.

Incident Report Monitoring

Accidents, incidents and near misses (Safety Incident Reports – SIRs) are recorded and investigated to determine their causes, and to implement measures to minimise the likelihood of a recurrence.

A Safety Incident Report is interpreted to be any of the following:

- Any event which causes, or could cause, injury or health effects to CLT employees, its contractors, visitors to its premises or the public,
- Any event that causes, or could cause, damage to plant and equipment,

- Any other health and safety related event that resulted or could have resulted in loss to the Trust,
- Circumstances when examination, maintenance, inspection, or testing reveals that health and safety may be adversely affected,
- Near-miss events.
- The Trust Operations Manager is responsible for monitoring the close out of actions from SIRs and reporting them to Local School Head Teachers.

Health and Safety Inspections

Workplace inspections are carried out periodically. Checklists are used to aid these activities with the results recorded and corrective actions identified.

Management Review

Monitoring Performance

Key Performance Indicators (KPIs) may be set annually for each school and subsequently monitored by each Schools Governing Body. Example Key Performance Indicators include:

- Actions arising from Safety Incident Reports (SIR) and their close out,
- Actions arising from Audits and Safety Inspections and their close out.

Management Review

Continual Improvement is an ongoing activity within the Trust to constantly monitor, review, and update the arrangements in place. Findings from SIRs Investigations, Safety Inspections, and Audits all have a valuable input into the monitoring of the workplace. This information contributes to an Annual Report on health and safety which is reviewed by the CLT Board.

Continual Improvement

The audit and review process are one of the main mechanisms that drive Continual Improvement by ensuring that lessons learned are developed into the Health and Safety Management System. Other learning elements that provide the opportunity to develop and evolve the system include monitoring of SIRs and unsafe condition statistics.

References

Title	Website
Health and Safety at Work Act 1974 - HSE	Health and Safety at Work etc Act 1974 – legislation explained (hse.gov.uk)
Health and Safety Management Systems - HSE	Health and safety management systems: ISO 45001 - HSE

Related Documents

Cambrian Learning Trust – Health and Safety Policy Statement

Appendices

Appendix A: Document Record Sheet

Appendix A: Document Record Sheet

Document Name:

Health and Safety Organisational Management System Manual

All persons carrying out this procedure must sign to confirm that they have read and understood the following Trust Policy. If you require clarification, please consult your line manager in the first instance.

Name	Date	Signature

[illegible]