

The Good Shepherd Trust Health and Safety Management Plan

Date adopted:	December 2021	Last reviewed:	December 2021
Review cycle:	Every 3 years or earlier	Is this policy statutory?	n/a
Approval:	GST Board via Risk and Audit	Author:	Head of Buildings and Estates
Next Review Date:	December 2024		
Relevant Legislation	The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1992 The Management of Health and Safety at Work Regulations 1999 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013		

Revision record

Minor revisions should be recorded here when the plan is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1			n/a	

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1 Introduction

The Good Shepherd Trust (GST) Health and Safety Management Plan 2022-25 establishes targets to support the Trust's Health and Safety Policy. This Plan has been developed for the years 2022-2025 with the aim of ensuring the continuous improvement of health and safety management within the Trust.

The Trust is committed to providing pupils, staff and other people with good health and safety conditions which requires effective management arrangements at all levels to ensure the wellbeing of pupils, staff and other people to minimise the adverse impact to individuals from ill health and injury. It requires that we search out and adopt best practice relevant and proportionate to the risks involved and that we follow our own Trust's Health and Safety Policy. Senior Leaders need to be committed and ensure that safe working practices are developed, adopted and are followed.

The Trust is committed to ensuring the health, safety and welfare of its pupils, staff and other persons who are liable to be affected by its activities. It considers health and safety to be an integral part of its business performance and will aim to achieve continual improvement in standards through the setting of objectives and targets for their achievement. Compliance to the legal requirements under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions will be the minimum acceptable standard.

The Board are the employers who, delegate the prime responsibility for health and safety to school management with the Headteacher having direct responsibility for activities and staff under their control. The prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. The aim of school leadership team is to provide a safe and healthy working and learning environment for staff, pupils and other people. To achieve a safe working environment all staff and pupils must appreciate that their safety and others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

2 Purpose

The purpose of this Health and Safety Management Plan is to establish and maintain an effective health and safety management system. The Good Shepherd Trust is committed to implementing a structured approach to workplace health and safety in order to achieve a consistently high standard of safety performance. This Health and Safety Management Plan will assist in meeting its obligations in accordance with work health and safety legislation. This Health and Safety Management Plan applies to all pupils, staff and to other persons at risk from work carried out at workplaces.

3 Key Themes

The Trust's strategic health and safety aim is to provide and maintain a health and safety culture in which the opportunities for accidents and occupational ill-health are minimised by the effective management of health, safety and welfare.

To achieve this aim and to further the Trust's progress towards meeting the targets, the following five themes are to be adopted: -

- Leadership and Management
- Competence
- Risk Management
- Health and Wellbeing
- Collaborative working

3.1 Leadership and Management

Successful health and safety management comes from the top of an organisation. Visible and active commitment from the Board and Senior Managers in regard to health and safety clearly demonstrate a commitment which will be embraced by other members of staff. Proactive management and ownership of health and safety is a clear indication of a positive health and safety culture.

The activities/key performance indicators necessary to promote this theme are:

1. Maintenance of an effective communication system through the Trust's management structure.
2. Continue to demonstrate that health and safety management is integrated in Trust decisions.
3. Maintain the regular reviews of health and safety performance.
4. Ensuring appropriate resources are provided allowing for effective management of health and safety.
5. Ensuring all staff continue to receive appropriate induction and training.
6. Ensure sufficient training and guidance is provided regarding leadership in health and safety.
7. Ensure strategic health and safety aims are communicated and embedded throughout the Trust.

3.2 Competence

Effective health and safety management requires competence at every level. Competence, in this context, is the ability for every member of staff to recognise the most foreseeable risks, particularly the serious risks, and have the ability to take steps to control them. Competence also means having health and safety policies which are used consistently across the Trust. The indicators necessary to promote this theme are:

1. Use of competent staff to ensure all policies are up to date and reflect best practice.
2. Making sure internal policies, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors

3. Staff are aware of how to access competent advice
4. Use of appropriate risk management/risk assessment techniques across all schools
5. Ensuring comprehensive training programmes and opportunities are available to staff

The indicators necessary to support staff are:

1. Provision of an e-learning system to reflect training needs in relation to competence.
2. Provision of specific face-to-face training relating to specific risks (as required).

3.3 Risk Management

Effective risk management should ensure both legal compliance and the safety of staff. The indicators necessary to promote this theme and support staff are:

1. Continue to proactively identifying all hazards across the Trust
2. Further improve the risk management to ensure effective use and adoption
3. Ensure that health and safety is always an integral part of the planning and review process at school level
4. Ensure the continued implementation of fire safety management
5. Ensure the continued implementation of asbestos management
6. Ensure the continued implementation of statutory testing

3.4 Health & Wellbeing

Positive health and wellbeing can reduce absenteeism, improve physical fitness and mental alertness and as a result increase productivity. The indicators necessary to promote this theme and support staff are:

1. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff
2. Collection and understanding of ill-health and sickness absence data

3.5 Collaborative Working

Successful health and safety management is a collective responsibility in which all members of staff must play a part. This responsibility must be embedded through clear demonstration of management standards. The indicators necessary to promote this theme and support staff are:

1. Develop initiatives to encourage collaborative working

2. Ensuring appropriate communications channels exist for the dissemination of all health and safety information
3. Improve reporting, recording and investigation of accidents and incidents to the Board.
4. Improve the effective and efficient management and control of contractors.

4 Implementation of the H&S Management Plan

The main responsibility for health and safety of staff and visitors rests with the Board, Chief Executive Officer and Chief Operating Officer. The day-to-day operational school management of health and safety is delegated to Headteachers. All Headteachers have a pivotal role to play in the development and monitoring/assurance of the implementation of the Health and Safety Management Plan. They will promote ownership of health and safety across the Trust. The Central Team are responsible for arranging regular Health and Safety Audits at each school and providing Health and Safety advice when needed.

The Chief Executive Officer, Chief Operating Officer and the Central Management Team acknowledge their collective and individual responsibilities to ensure the effective implementation of this Health and Safety Management Plan. The Chief Executive Officer does have choices in the context of how health and safety is managed, and in the areas of what can, and should, be delegated. The Board is accountable and the Chief Executive Officer is ultimately responsible for the health and safety performance of the Trust.

The effective partnership-working between all these stakeholders on health and safety is seen as being essential to achieve a culture whereby health and safety is designed into all its processes and services.

In meeting specific targets, for the reduction of accidents and occupational ill-health, the Trust has established a Trust Health & Safety Policy which is aimed at protecting pupils, staff and other people's health from occupational hazards.

4.1 Key Roles and Responsibilities

In order for this management plan to be effective, management have certain roles and responsibilities:

Role	Responsibility
Board	<ul style="list-style-type: none"> • Owner of the Health and Safety Management Plan. • Review progress against the Health and Safety Management Plan • Ensure sufficient resources are allocated to achieve objectives

Chief Executive Officer	<ul style="list-style-type: none"> • Ensure effective implementation of the Health and Safety Management Plan within their sphere of influence • Report progress against the Health and Safety Management Plan
Chief Operating Officer	<ul style="list-style-type: none"> • Monitor progress against the Health and Safety Management Plan • Report Health and Safety issues to the Board
Head of Buildings & Estates	<ul style="list-style-type: none"> • Provide Quarterly Health and Safety reports to the Board
Headteacher & School Business Manager	<ul style="list-style-type: none"> • Monitor Health and Safety at school level • Report Health and Safety Incidents/Accidents/RIDDOR • Make improvements to Health & Safety at school level.
Local Committee	<ul style="list-style-type: none"> • Monitoring the effectiveness of the trust's policy locally and ensuring compliance on behalf of the trust board. Take steps to mitigate risk • Receive copies of Health and Safety reports at school level

5 Monitoring and Review of Management Plan

The Health & Safety Management Plan will be co-ordinated by the Trusts Chief Operating Officer, with the Headteachers being responsible for their school. Each school will appoint a competent Health and Safety responsible employee. The Central Team will arrange a regular H&S Audit of the schools within the Trust.

Each school will be responsible for submitting monthly accident/incidents and RIDDOR reports to the Chief Operating Officer (COO). A quarterly Health and Safety dashboard will be provided by the Head

of Buildings and Estates for the Board to review. The dashboard is to provide the Board with a summary of the Trusts accidents/incidents and RIDDORS based on the data collected by the schools.

Currently the accident/incident & RIDDOR information is being retained at school level. The schools are inputting their accident/incident data into OSHENS which is the online Health and Safety reporting system used by the Trust schools. The Board currently have no visibility of this information. This information should be made accessible to the Chief Operating Officer and Head of Building and Estates. The proposed quarterly Health and Safety dashboard provides the Board with key Health and Safety information. An example of a typical accident/incident reporting template can be found in appendix A and a proposed quarterly Health and Safety dashboard can be found in appendix B.

6 Action Plan

Theme 1: Leadership and Management			
Objective	KPI	Success indicator	Owner
1.1 Continue to demonstrate that Health and Safety management is integrated in business decisions	Inclusion of health and safety consideration as part of the decision-making process (Timeline - Ongoing).	Documented evidence that health and safety is being considered.	Board, CEO, COO & Central Team
1.2 Ensuring appropriate resources are provided allowing for effective management of health and safety.	Inclusion of appropriate health and safety consideration as part of the budget setting process (Timeline - Annual).	Evidence of resource allocation for compliance with health and safety legislation.	Board & CEO
1.3 Ensuring all staff continue to receive appropriate induction and training.	All new staff complete the health and safety induction programme (Timeline -As required).	Records of completed training are up to date and reported to management.	CEO, COO & HR
1.4 Ensure sufficient training and guidance is provided in health and safety.	All staff maintain H&S training via e-learning package (Timeline – Ongoing).	Records of training and guidance are up to date, with any additional training needs identified acted upon.	CEO, COO & HR
1.5 Ensure strategic health and safety aims are communicated and embedded throughout the Trust.	H&S Management Plan communicated to Trust community (Timeline - February 2022).	H&S Management Plan communicated to Trust/Schools.	COO
1.6 Maintain the regular reviews of	Health and safety audit scheduled for	Successful completion of audits, one audit per year for each	COO/Head Teachers

health and safety performance.	each school (Timeline – Annual).	school and publication of all completed health and safety audit findings.	
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Theme 2: Competence			
Objective	KPI	Success indicator	Owner
2.1 Use of competent staff to ensure all policies are up to date and reflect best practice.	Development of Trust policies (Timeline – Ongoing)	Implementation of Trust policies. Reviewed annually.	COO
2.2 Making sure internal policies, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors.	Development and deployment of learning and development tools and information sources suited to the needs of all levels of staff within the Trust (Timeline – Ongoing).	Increased understanding and widespread use of the learning and information resources.	COO
2.4 Ensuring comprehensive training programmes and opportunities are available to staff.	Number of appropriate H&S courses available to staff (Timeline – Ongoing).	Ensure take up of health and safety training opportunities in all formats i.e. e-learning.	CEO, COO & HR
2.5 Extend e-learning system to reflect training needs in relation to competence.	New e-learning provider introduced (Timeline – End of 2022).	Year on year decrease in incidents/accidents.	COO & HR

Theme 3: Risk Management			
Objective	KPI	Success indicator	Owner
3.1 Proactively identifying all hazards across the Trust.	Risk assessment continually developed and put in place (Timeline – Ongoing)	Year on year increase in the number of risk assessments documented with their findings implemented appropriately.	COO
3.2 Ensure that health and safety is always an integral part of the planning and review processes at the Trust.	Documented evidence of the inclusion of relevant health and safety matters (Timeline – Ongoing).	Evidence of the positive impact health and safety considerations have made during the processes.	CEO & COO

3.3 Proactively reporting, recording and investigation of accidents and incidents.	All RIDDOR events reported and investigated (Timeline – Ongoing).	Levels of reporting investigation noted. No adverse outcomes from enforcement agency follow-up.	COO & Head Teachers
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Theme 4: Health & Wellbeing			
Objective	KPI	Success indicator	Owner
4.1 Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff.	Improved awareness amongst staff of occupational health and wellbeing issues (Timeline – Ongoing).	Reduction in reporting/recording of occupational health and wellbeing issues.	COO & HR
4.2 Continue collection and understanding of ill-health and sickness absence data.	Improved awareness amongst staff of occupational health and wellbeing issues (Timeline - End of 2022).	Levels of absence are reduced and proactively monitored.	COO, Headteachers & HR

Theme 5: Collaborative Working			
Objective	KPI	Success indicator	Owner
5.1 Ensuring appropriate communications channels exist for the dissemination of all health and safety information.	Improved communications of health and safety information (Timeline - End of 2022).	Greater health and safety awareness throughout the staff, evidenced through health and safety audits, risk assessment reviews and training outcomes.	COO & Head Teachers
5.2 Utilise solutions to improve compliance monitoring and reporting arrangements.	Solutions to reduce burden of compliance monitoring (Timeline – End of June 2022).	Evidence of improved compliance recorded.	COO

7 Review

This plan will be reviewed every three years or when there are any significant changes in Health and Safety Executive (HSE) guidance or at the Trust.

Appendix A

ACCIDENT/INCIDENT REPORT FORM

Part A - ABOUT THE PERSON INJURED/INVOLVED IN THE ACCIDENT/INCIDENT

Name:

Age:

<u>Home Address</u>	<u>Postcode</u>

Student/School Pupil/Employee/Visitor/Contractor (Delete as appropriate)

Part B - ABOUT THE ACCIDENT/INCIDENT

Date:

Time:

Floor/Room:

Location:

Manager Contact Details:

Details of Injury

exact parts of body injured e.g. cut to right thumb)

First Aid

Was first aid given?	Name of first aider:
Details of treatment:	
Was injured person sent/taken to hospital?	

Witnesses (Names and telephone numbers)

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Tick which best describes what happened below:

Contact with electricity	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Injured while handling, lifting or carrying	<input type="checkbox"/>	Struck against stationary object	<input type="checkbox"/>
Contact with moving machinery or material being machined	<input type="checkbox"/>	Handling glass or sharps	<input type="checkbox"/>	Near miss	<input type="checkbox"/>	Trapped by something collapsing or overturning	<input type="checkbox"/>
Damage to property	<input type="checkbox"/>	Hit by moving, flying or falling object	<input type="checkbox"/>	Occupational disease	<input type="checkbox"/>	Use of portable hand tools	<input type="checkbox"/>
Exposure to or contact with a harmful substance	<input type="checkbox"/>	Hit by moving vehicle	<input type="checkbox"/>	Slips, trips, falls same level	<input type="checkbox"/>	Violence or aggression	<input type="checkbox"/>
Fall from height	<input type="checkbox"/>	Hot or cold contact	<input type="checkbox"/>	Sport activity	<input type="checkbox"/>	Other	<input type="checkbox"/>

Summary of accident/incident

(From information gathered describe what the person was doing, any equipment involved and any action taken to control the situation. Provide as much detail as possible. Record factual information)

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If member of staff, specify length of absence:

Same day return/Up to 7days/Over 7days/Unknown (Delete as appropriate)

Remedial action taken/recommended to prevent recurrence

Signature of person making report:

Date:

Name (block capitals):

Contact Tel:

A copy of this form must reach the Chief Operating Officer within 3 days.

Further investigation required: Yes/No Reported under RIDDOR: Yes/No (Delete as appropriate)

Date reported:

RIDDOR Ref:

Completed by:

Complete form and a copy to be forwarded to the Good Shepherd Trust Chief Operating Officer

E-mail address: louisa.mason@goodshepherdtrust.org.uk

Appendix B

Summary page for the Board



Quarterly Health & Safety Report Q4 2021

Summary of RIDDOR Incidents for Period

Summary of Key Health & Safety Accidents/Incidents for Period

December 2021

Estates -Health & Safety Compliance

H&S Indicators	
Safeguarding	<div style="width: 100%; height: 15px; background-color: green;"></div>
Statutory Compliance	<div style="width: 100%; height: 15px; background-color: yellow;"></div>
Site Safety	<div style="width: 100%; height: 15px; background-color: green;"></div>
Near Miss Reporting	<div style="width: 100%; height: 15px; background-color: yellow;"></div>
Training	<div style="width: 100%; height: 15px; background-color: yellow;"></div>
Contractors	<div style="width: 100%; height: 15px; background-color: yellow;"></div>
Performance Indicators	
< 80%	<div style="width: 100%; height: 15px; background-color: red;"></div>
80-95%	<div style="width: 100%; height: 15px; background-color: yellow;"></div>
>95%	<div style="width: 100%; height: 15px; background-color: green;"></div>



[Overview page for CEO & COO](#)



Quarterly Health & Safety Report Q4 2021

Estates -Health & Safety Compliance

Key Health & Safety Accidents/Incidents

Mitigation To Key Health & Safety Accidents/Incidents

Concerns & Issues

December 2021

[Funding/schedule page for COO, Head of Finance & Head Of Estates](#)

Quarterly Health & Safety Report

Q4 2021

December 2021

Estimated cost of remedial work

Description	Estimated Cost	Approved	Action	Comments
TBC	TBC	Yes/No	TBC	TBC
TBC	TBC	Yes/No	TBC	TBC
TBC	TBC	Yes/No	TBC	TBC
TBC	TBC	Yes/No	TBC	TBC
TBC	TBC	Yes/No	TBC	TBC
TBC	TBC	Yes/No	TBC	TBC

Schedule

Description	Status	Start	Completion	Comments
TBC	TBC	TBC	TBC	0
TBC	TBC	TBC	TBC	0
TBC	TBC	TBC	TBC	0
TBC	TBC	TBC	TBC	0
TBC	TBC	TBC	TBC	0
TBC	TBC	TBC	TBC	0