



HEALTH & SAFETY POLICY

V2/CC/17 10 2019

STATEMENT – ORGANISATION

*4 Westbrook House
58 – 60 Shorncliffe Road
Folkestone
Kent
CT20 2NQ*

*Email: ceo@turnerschools.com
Website: Turnerschools.com*

SCOPE OF CERTIFICATION

This manual covers the products and services offered by Turner Schools included in the scope definition below:

Turner Schools

The Management System is designed to meet the requirements of:

OHSAS 18001:2007

Certification covers all activities at the site address specified on the cover of this Manual and associated operations, carried out by Turner Schools

Health and Safety Policy Statement



Turner Schools

Statement of Intent

It is the policy of Turner Schools to comply with the terms of the Health and Safety at Work Act and any subsequent legislation and to provide and maintain a healthy and safe working environment.

Turner Schools will strive to reduce the number of work related injuries and illnesses to as close to zero as possible.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy.

Turner Schools recognise and accept their duty of care towards their employees, as well as any visitors that may come to site.

While the management of Turner Schools will do all that is within their power to ensure the health and safety of employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable steps to ensure his own and other people's health, safety and welfare, and report any situation that is unsafe to management.

The health and safety policy will be continually monitored and reviewed at least annually.

Signed:

A handwritten signature in black ink, appearing to be "Seamus Murphy", written over a faint dotted line.

Date: May 2020

Mr Seamus Murphy
Chief Executive

Review date: October 2020

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Disclaimer

This Policy has been designed by Armadillo Safety Solutions. It is designed to be used as a template, for your business to document its safety Management system. The Director of Safety is responsible for making changes to this document, so that it accurately reflects how the school manages safety.

Armadillo Safety Solutions cannot be held responsible for the implementation of the policies within this document.

Introduction

This document sets out the general Responsibilities, organisation and arrangements to support the Health & Safety Policy Statement of Turner Schools, hereinafter referred to as 'The Trust'. All personnel employed by the Trust are to have this document brought to their attention and the signed policy statement is to be displayed in a prominent position for all to read. If any employees have any queries, or require further information, then they should contact their supervisor.

This Health and Safety Policy shall be reviewed (at least) annually by the appointed person, to reflect any changes in Health and Safety Legislation and Work Practice. Also to provide an annual plan to review resources and actions necessary to develop an acceptable safety culture within the organisation. Any such changes to this document will be issued or posted as appropriate.

General Summary

The Trust shall, in order to fulfil its General Policy Statement:

- Provide all employees with safe working methods, equipment and procedures, together with an appropriate working environment to prevent accidents and injuries.
- Identify the health and safety hazards arising from its business and assess and manage the associated risks.
- Provide adequate information, procedures and consultation to achieve full co-operation of employees on matters relating to health, safety and welfare.
- Comply fully with the statutory requirements relating to health, safety and welfare at work.
- Ensure that the School objectives are fulfilled by reviewing and monitoring of work activities.
- Ensure so far as is reasonably practicable that all visitors and contracted personnel, who are involved in work for the school, work to the same standards of health and safety, as those in place for employees.
- Provide an organisational structure that clearly identifies responsibilities for safety, as well as promoting health and safety throughout the organisation.
- Provide adequate funding and resources to allow staff to execute their own duties regarding health and safety.

Health & Safety Management System Structure



Health & Safety Management System Structure		
Part 1	Part 2	Part 3
Health & Safety Policy Statement of Intent	Health & Safety Organisation	Health & Safety Arrangements, Processes & Procedures



Hazard Identification and Management Control		
Part 1	Part 2	Part 3
Risk Assessments (Common Hazards)	Risk Assessments Method Statements (Task Specific Hazards)	Employee Safe Systems of Work & Safety Handbook



Documentary Evidence		
Training Records	Safety Monitoring	Review and Action
Safety Induction Work Equipment Display Screen Equipment Manual Handling Hazardous Substances “Refresher” Courses Driving Fire Safety Employee Core Skills	Inspections Audits Occupational Health	Incident Investigations Safety Meetings Correspondence

Revision and Amendments Register

Date	Page Numbers	Procedure Numbers	Revision Details	Issue No
31/08/2017	All	All	New policy signed off	1
17/10/2019	All	All	Revised policy signed off	2
01/05/20	3		Updated statement of intent	3

Legal Register

Yes No

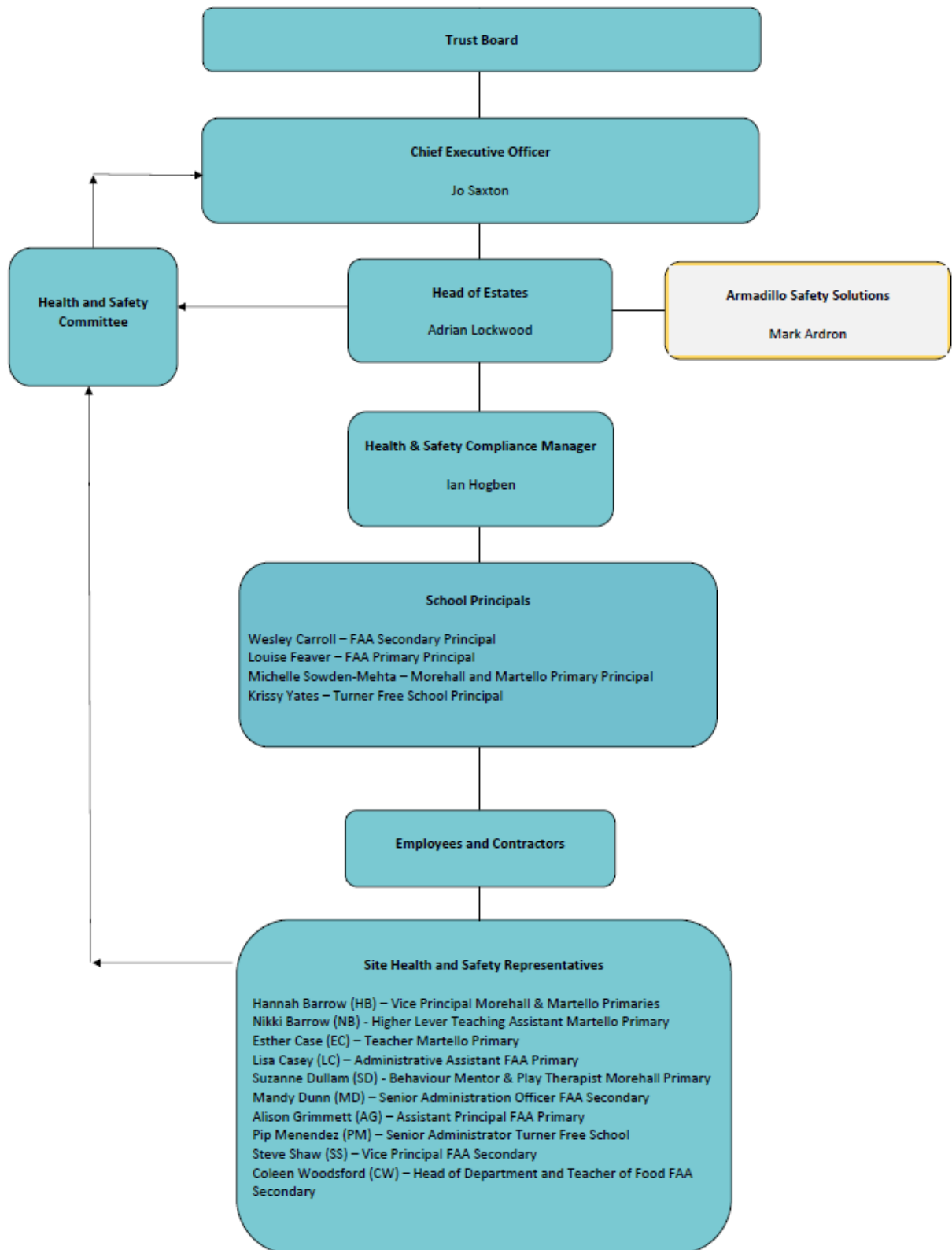
Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 (as amended 2005)	1		X
Carriage of Dangerous Goods by Road Regulations 1996	2		X
Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (as amended)	3	X	
Confined Spaces Regulations 1997	4		X
Construction (Design and Management) Regulations 2015	5	X	
Control of Asbestos Regulations 2012	6	X	
Control of Lead at Work Regulations 2002	7	X	
Control of Noise at Work Regulations 2005	8	X	
Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)	9	X	
Control of Vibration at Work Regulations 2005	10		X
Controlled Waste (Registration of Carrier and Seizure of Vehicles) Regulations 1991	11		X
Corporate Manslaughter and Corporate Homicide Regulations 2007	12	X	
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002	13		X
Electrical Equipment (Safety) Regulations 1994	14	X	
Electricity at Work Regulations 1989	15	X	
Employers Liability (Compulsory Insurance) Act 1969	16	X	
Employers Liability (Compulsory Insurance) Regulations 1998	17	X	
Environmental (Duty of Care) Regulations 1991	18	X	
Environmental Protection Act 1990	19	X	
Equality Act 2010	20	X	
Food Safety Act 1990	21	X	
Gas Safety (Installation and Use) Regulations 1998	22	X	
Health and Safety at Work, etc. Act 1974	23	X	
Health and Safety (Fees) Regulations 2012	24	X	
Health and Safety (First-Aid) Regulations 1981	25	X	
Health and Safety (Consultation with Employees) Regulations 1996	26	X	
Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)	27	X	
Health and Safety Information for Employees Regulations 1989	28	X	
Health and Safety (Safety Signs and Signals) Regulations 1996	29	X	

Yes No

I.E.E. Wiring Regulations 17th Edition and Guidance	30	X	
Ionising Radiations Regulations 1999	31		X
Lifting Operations and Lifting Equipment Regulations 1998	32		X
Management of Health and Safety at Work Regulations 1999 as amended	33	X	
Low Voltage Electrical Equipment (Safety) Regulations 1989	34		X
Manual Handling Operations Regulations 1992 (as amended)	35	X	
Occupiers' Liability Act(s) 1957 and 1984	36	X	
Pressure Systems Safety Regulations 2000	37	X	
Personal Protective Equipment at Work Regulations 1992	38	X	
Provision and Use of Work Equipment Regulations 1998	39	X	
Regulatory Reform (Fire Safety) Order 2005	40	X	
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	41	X	
Safety Representatives and Safety Committees Regulations 1977	42	X	
Supply of Machinery (Safety) Regulations 1992, as amended 1994	43	X	
Smoke-free (Premises and Enforcement) Regulations 2006	44	X	
Smoke-free (Signs) Regulations 2007	45	X	
Smoke-free (Exemptions and Vehicles) Regulations 2007	46	X	
Work at Height Regulations 2005	47	X	
Workplace (Health, Safety and Welfare) Regulations 1992	48	X	
Working Time Regulations 1998 as amended	49	X	

Health & Safety Policy Organisation Chart

ORGANISATIONAL H+S CHART - Turner Schools



Responsibilities

Senior Management (Principals)

The Senior Management of the Trust are responsible for ensuring compliance with the Health & Safety Policy Statement and all relevant legislation and standards. They will, through the management structure, ensure that appropriate procedures and arrangements, including provisions for monitoring and review, are established and maintained.

They are to appoint someone competent, the Safety Officer, to assist with their health and safety responsibilities, and to consult with employees, and their safety representatives, on this appointment.

They are to ensure employees receive appropriate training and instruction relating to their work activities.

They are to ensure reasonable resources are made available to implement health, safety and welfare throughout their school. They are to set a personal example by wearing the appropriate protective clothing and equipment.

Safety Officer/Appointed Person

The Trust employs an Appointed Person, as required under the Management Health and Safety at Work Regulations 1999. This person is the Safety Officer, who reports to the Senior Management on matters of health and safety.

The Safety Officer is responsible for the management, administration and operation of the day-to-day requirements of the Trust 's Health & Safety Policy, providing supporting policies and procedures to assist the appointed Competent Persons (Duty Holders) to undertake Workplace Risk and Fire Assessments and to identify remedial measures to aid in the elimination of hazards and reduction of risks.

The Safety Officer's responsibility also extends to providing information, instruction and training for employees, to include safe methods of working, as well as the investigation of accidents and incidents.

The Appointed Person is responsible for coordinating the requirements of the Trust in meeting legislation, approved codes of practice, guidance notes, technical standards etc. likely to apply to the health, safety and environmental standards of the Trust, and shall ensure that the established policies and procedures are implemented.

The Appointed Person shall co-ordinate the monitoring of workplace activities, risk assessments, accident and incident investigations, statutory reporting and liaison with outside bodies who enforce the requirements of the health, safety and environmental legislation.

The Safety Officer/Appointed Person shall make sure that the Trust has access to competent advice regarding health and safety, to allow it to manage health and safety effectively.

Duty Holders are individuals and groups that have responsibilities in the workplace under health and safety legislation. The Health and Safety at Work etc. Act 1974 places duties on:

- designers, suppliers, manufacturers, installers and importers
- organisers
- controllers
- operators
- attendants
- inspection bodies

Health, Safety and Welfare is a line-management function. The Safety Officer is responsible to the senior management for implementing the Trust Health & Safety Policy, monitoring compliance with its requirements and ensuring that policies and procedures developed to support the Policy are adhered to. They must also ensure that supervisors are properly trained so they can fulfil their required duties.

Managers / Supervisors (Vice Principals / Senior Teachers)

Managers and Supervisors are to assist the Safety Officer in the implementation of the Trust's Health and Safety Policy. They are responsible for the planning of works in accordance with regulatory and Trust Policy. They are responsible for the monitoring of those under their supervision for compliance with instructions and training given.

Managers must ensure risk assessments, safe systems of work, method statements, Construction Phase Plans (as appropriate) are produced and are available prior to commencement of work. Before sub-contractors are engaged by the Trust, there shall be an assessment of their technical and health and safety competency by way of formal assessment. Managers are to ensure only bone fide subcontractors are engaged by the Trust.

Managers communicate directly to the Safety Officer and are part of the Safety Committee who meet regularly to review health and safety matters, as they arise. The reports and feedback from managers will form part of an action plan for continual improvement of the Trust's safety culture.

Service Manager (Office Manager)

The service manager will read and understand the Health and Safety Policy. They will ensure the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 and Health and Safety (Display Screen Equipment) Regulations 1992 are complied with. The service manager will collate all accident/incident information and where necessary inform the Trust Insurers. Where an incident is of a serious nature (reportable), the service manager will

liaise with the safety officer to ensure a full accident report, along with all relevant supplementary documentation is collated and securely stored in the Trust's confidential files.

The service manager and safety officer will ensure a suitable Fire Risk Assessment is conducted for their area and will ensure this is reviewed periodically or if there is a fire/fire near miss. The service manager and safety officer will ensure nominated Trust First Aiders and Fire Marshalls are conducting their duties periodically (fire prevention actions, inspections and restocking of Trust first aid boxes etc.).

The service manager will assist senior management and the safety officer, by providing relevant health and safety information for safety meetings (health and safety audit/inspection reports, accident reports, near miss data, complaints relating to health and safety, requests for new equipment, PPE etc.).

Employees

All personnel employed by the Trust have a duty to act responsibly, and ensure that they do not work in a way that is likely to result in injury to themselves or to their fellow workers. Employees have a duty to co-operate with their employer to comply with their statutory duties.

To this end, they must comply with the instructions of their supervisors, working procedures and all regulations relating to their work. Any working condition, or item of work or lifting equipment that they consider hazardous to their safety, health or potentially damaging to the environment, must be immediately brought to the attention of their supervisor.

Subcontractors

Subcontractors are expected to comply with the Trust health and safety policy. Subcontractors will not start work with the Trust unless their competencies have been formally assessed, and they have issued all relevant information to the Trust to establish they are a bona fide worker:

- Insurance Documentation
- Trade Qualifications
- Health and Safety Certificates
- References
- Details of any accidents or Enforcement Notices

Subcontractors will receive a Trust Induction and a copy of the Trust's Subcontractor Handbook. They are expected to comply with Trust Health and Safety Policy at all times.

Where requested, the subcontractor must produce risk assessments to the service manager to demonstrate work will be done safely with the correct equipment and techniques.

The subcontractor will not further subcontract works without the express permission of the Trust, in order that correct assessment and selection can be conducted, and Trust induction, issue of information and instruction can be conducted in a timely manner.

Safety Representatives

Safety Representatives may be elected to consult with employees and the safety committee over concerns of employees on matters relating to their health and safety which may include:

- any change which may substantially affect their health and safety at work, e.g. in procedures, equipment or ways of working,
- arrangements for getting competent people to satisfy health and safety laws, the risk control measures in place to ensure their safety,
- changes in planning health and safety matters,
- the health and safety consequences of introducing new technology.

Safety Committee

The safety committee will review the effectiveness of the Trust Policy for Health, Safety and Welfare. The committee should be made up of senior management, service managers and the employee safety representatives. Topics that should be reviewed during meetings are:

- Discuss any accidents or incidents that have occurred since the last meeting;
- Consider revisions to Safe Systems of Work in light of reported incidents;
- Discuss any breaches of regulations and take steps to prevent re-occurrence.

Safety Advisors

The Trust's nominated safety consultants are Armadillo Safety Ltd (Trading as Armadillo Safety Solutions) whose main responsibilities are to:

- Advise when requested by senior management and the Trust safety officer of new health and safety legislation or changes in existing legislation;
- Provide interpretation of health and safety legislation so that the Trust understand their duties to meet legislation requirements;
- Investigate, when requested, notifiable accidents or dangerous occurrences and submit to the Trust in writing a confidential report;
- Carry out, when requested, site audits;
- Carry out, when requested, school audits.

N.B. The Safety Advisors role does not include the responsibility to manage, implement or update the Trust's health and safety management system. This is solely the responsibility of the Trust.