

Guardians — UK —

Welfare, Health & Safety Policy

Statement of intent

Guardians UK is committed to the welfare, health and safety of its employees and stakeholders which is of paramount importance and this policy reflects Guardians UK's dedication to creating and maintaining a safe working environment.

We will:

- Provide a productive and safe working environment.
- Comply with all statutory requirements.
- Prevent accidents and cases of ill health by assiduous monitoring, risk assessment and controls relating to health and safety hazards in the workplace; providing appropriate health surveillance where necessary.
- Ensure that all reported accidents are investigated thoroughly and suitable actions are implemented to prevent reoccurrence.
- Provide safe plant, equipment, machinery and safe working arrangements.
- Ensure adequate welfare facilities are available.
- Regularly review policies to ensure their compliance and effectiveness.
- Develop a culture of continuous improvement.
- Consult and engage with all staff and representatives in health and safety decisions.
- Ensure that employees who have specifically assigned health, safety and environmental responsibilities are competent to carry out their work and delegated tasks by clear instruction.
- Ensure that workplace standards are subject to planned inspections and, when required, that suitable remedial actions are implemented.
- Ensure adequate resources are available to address health and safety issues.
- Appoint a competent person to support the executive team and staff by providing health, safety, environmental and emergency management assistance. If necessary, additional support will be provided through competent external consultants.

1. Legal and Compliance framework

As Guardians UK is a division of Taunton School Enterprises, this policy has due regard to all relevant legislation identified in the Taunton School Register of applicable Health and Safety Legislation.

Likewise, this policy has due regard to national guidance including, but not limited to, the following:

- HSE HSG65 'Managing for health and safety'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety on educational visits'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

A copy of Taunton School Enterprises Health & Safety Policy is available on request and the Director Guardians UK refers all matters of concern to the Taunton School Health & Safety Advisor.

2. Roles and Responsibilities for Health and Safety

As Director of Guardians UK, Helen Lewis has overall accountability for the welfare, health & safety of all employees and stakeholders.

The Director is responsible for the implementation of specific health and safety policies and procedures and the control of identified risks applicable to Guardians UK areas of responsibilities. Supported by the Taunton School Health and Safety Advisor, they will:

- Conduct and maintain suitable and sufficient risk assessments for their areas of responsibility and tasks carried out, reviewed as necessary following significant changes.
- Ensure work methods and systems of work provide suitable instructions for safe working practices, identify potential hazards and precautions and ensure that all requirements are complied with.
- Ensure that control measures identified by risk assessment are implemented, maintained and monitored for their effectiveness.
- Arrange the provision of all necessary training and instruction.
- Ensure that work equipment is used and maintained properly and safely.
- Ensure that incident reporting procedures are understood and followed.
- Carry out thorough accident investigations and plan the implementation of necessary actions to prevent reoccurrence.

All Guardians UK employees will be regularly reminded of their responsibilities to:

- Take reasonable care of their own health, safety and well-being when working in the Guardians UK office, at home and when travelling for work.
- Familiarise themselves with the detail of the H&S Policy and Employee Health and Safety Handbook on induction and subsequently to refresh and check their understanding.
- Familiarise themselves with and comply with the Fire Safety Policy, Fire Safety Handbook and emergency procedures in case of a fire or other emergency.
- Co-operate fully with the employer on all matters relating to their health, safety and well-being at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of their health and safety at work.
- Report promptly, in the first instance to the Guardians UK Director and on SharePoint, any accidents, injury, significant near miss, incident of violence and aggression and cases of work-related illness.

- Report to the Guardians UK Director, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Correctly and safely use personal protective equipment, work equipment, safety devices and control measures that have been provided for their H&S at work.
- Observe safety rules, policies and guidance, and always adhering to safe working procedures.
- Attend prescribed H&S training and instruction and carry out their work activities in accordance with the training and instruction provided.

3. Arrangements for Welfare, Health and Safety

The Guardians UK Welfare, Health & Safety policy will be subject to annual review and the policy amended as necessary to comply with current legislation and common working practices.

Welfare, Health & Safety features as a Standing Item on Guardians UK weekly staff meeting for raising of any concerns and open discussion of policy and practice changes.

Guardians UK staff are reminded to check Taunton School Enterprise's Welfare, Health & Safety updates including but not limited to:

- H&S Notice Boards
- SharePoint health and safety information and guidance pages

We are committed to the principle that all incidents must be reported and that a thorough investigation be carried out by competent persons to identify the root causes of incidents, the actions required to prevent reoccurrence and to monitor the effectiveness of control measures put in place.

Emergency (including invacuation, lockdown & evacuation) procedures and fire safety procedures are in place for all staff members and are practised regularly as part of Taunton School Enterprises Health & Safety Policy.

Appropriate health and safety training and instruction is provided to improve competence, performance, and job satisfaction and specifically to:

- Ensure staff can undertake their duties in an effective and efficient manner, in accordance with Health and Safety legislation, guidance and best practices.
- Promote and develop a positive working environment, where safe and healthy working environments and working practices contribute towards effective and efficient operational processes.
- Reduce any risk of staff, pupils, contractors and visitors etc. being injured or made ill because of work-related activities.
- Meet the company's legal duty of care to protect the Welfare, Health & Safety of all staff and stakeholders affected by its activities.

4. Measuring Performance

Guardians UK, through Taunton School Enterprises, will use active and reactive measurement techniques to feedback performance information to support the monitoring of its welfare, health

and safety management system.

Active measuring and monitoring techniques employed to monitor the design, installation and operation of health and safety management arrangements will include:

- A biennial audit by the H&S Advisor, monitored and reviewed at H&S Committee meetings.
- Routine inspection tours of the premises, carried out by senior leaders and staff.
- Health surveillance to prevent harm to health.
- Planned functional checks to plant and equipment.

Reactive measuring and monitoring techniques employed will include:

- Investigating accidents, incidents and associated statistical analysis.
- Reviewing the outcomes from accident and incident investigations.
- The monitoring and review of:
 - Actions and recommendations from external audits.
 - Cases of ill health and sickness absence records.
 - Findings from occupational health surveillance.
 - Claims data, including claims settled with payment.
 - Enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

5. Audit and Review

Audit is an essential part of our safety management system and will involve making judgements about adequacy of performance.

Periodic audits will aim to establish that:

- Appropriate management arrangements are in place and effective.
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of our school.
- Appropriate precautions are in place and effective.
- Opportunities for improvement are identified and actioned.

Health and safety audits will be conducted by the Taunton School Enterprises H&S Advisor.

Internal reviews of performance will be undertaken at all levels within Taunton School Enterprises including Guardians UK.

Information to support reviews may be taken from the activities undertaken to measure performance including the outcomes of audits, inspections and more informal monitoring activities.