

## Djanogly Learning Trust Health and Safety Policy

Department:	Estates
Author:	Head of Estates
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### General Statement of Intent

The Board of Trustees (the Board) of the Djanogly Learning Trust (the Trust) accepts that all their employees, pupils and visitors are entitled to a safe and healthy environment in which to work. With this in mind the Board of Trustees, Leadership teams, managers and staff will take appropriate steps to meet its statutory requirements, use recognised codes of practice and guidance notes to establish a safe and healthy environment.

This policy is written within the context of the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations.

It is the Policy of the Trust to take all necessary steps, through a risk management approach, to meet its responsibilities under "The Act" and regulations made under The Act:

1. Providing and maintaining facilities, plant equipment, systems and working conditions which are safe and support effective risk management relating to the health of employees, pupils, visitors, contractors and the general public
2. Ensuring that arrangements are in place for the safe transport, handling, storage and disposal of articles and substances which may be hazardous to health
3. Providing information, instruction and supervision to all employees to enable them to carry out their work activities in a safe manner
4. Ensuring that employees and/or their representatives are able to raise health and safety related issues and have these resolved effectively
5. Taking full account of health and safety considerations in project planning and decision making

**Name: Mark Mallender**

**Signature:**

**Accounting Officer  
Djanogly Learning Trust**

**Date:**

**Name: Tim Slade**

**Signature:**

**Chair, Board of Trustees  
Djanogly Learning Trust**

**Date:**

## **1.0 General Organisation for Health and Safety**

### **1.1 Health and Safety Management Model**

The Trust and its subsidiary organisations will follow HSG 65 as its health and safety management model. HSG 65 is published by the Health and Safety Executive and is widely held to be one of the standard models for managing health, safety and welfare risks: (<http://www.hse.gov.uk/pubns/books/hsg65.htm>). It employs a cyclical process of Policy, Organising, Planning and Implementation, Measuring Performance, Reviewing Performance and back to Policy. It also requires auditing of each stage in the process to enable management to be informed of progress and success.

### **1.2 Premises**

The Trust recognises that the scope of cover for this policy is for all premises and operational locations used at any time by the Trust.

### **1.3 Clear Roles, Responsibilities and Lines of Accountability**

The Trust recognises the value of clarity of role and responsibility for all employees. These are laid out later in this policy for the avoidance of doubt, and to support implementation of effective health and safety practice across the whole Trust.

### **1.4 Health and Safety Committees**

The Trust recognises the legislative requirement for, and the wider benefits of a Health and Safety Committee structure, encouraging involvement of the employees and supporting oversight and improvement in health and safety practice across the Trust.

Health and Safety Committees will operate within each organisation of the Trust, and these will be supported by the senior leadership of that organisation. The role and terms of reference of the Trust Health and Safety Committees are included later in this policy and incorporates monitoring of health and safety at Academy level and reporting to the Board on the status of health and safety within the Trust.

### **1.5 Risk management**

All hazards arising from the Trust's work activities identified as being a significant risk to persons will be subject to risk assessment complying with the relevant legislation; this may also include safe systems of work, a permit to work system and written procedures as necessary. All documentation will be freely available to staff and enforcement agencies. This documentation will be reviewed by competent personnel if situations or practices related to it change or at least annually.

## **1.6 Training and competency**

All staff will be supplied with relevant training and guidance to enable them to carry out their health and safety responsibilities in a competent manner. Training needs by role are identified on in the Core Competency Framework. Sufficient resources including funding and working time will be allocated to ensure that health and safety requirements can be achieved as part of their normal working practices.

## **1.7 Particular training requirements**

Organisational leaders and line managers, with support from senior leaders and if necessary specialist input from the health and safety Competent Person or resource, will identify and implement staff requirements for training in manual handling, working at height and specific machinery use where the employment positions are known to be high risk situations.

## **1.8 Incident/accident reporting and investigation**

Incidents and accidents must be reported as soon as possible after the event to line managers using the Trusts central reporting system and related follow up/review documents. Where necessary an initial investigation will be carried out by line managers with senior management support. Health and safety Competent Person support will be called for, if necessary, through escalation by senior leaders to the Estates Team. Incidents will be regularly signed off by the relevant Executive Headteacher allocated to the establishment.

## **1.9 Employee consultation**

The Trust will ensure that effective employee consultation takes place before any changes that would directly impact of staff use of equipment, environment or work practices are decided upon. This consultation will involve the relevant Safety committee as well as individual consultation where appropriate.

## **1.10 Specific Health and Safety Arrangements**

It is the policy of the Trust to have local flexible but specific health and safety arrangements in place across the Trust, with specific arrangements in place within individual academies to maintain health and safety of operations. These are the responsibility of management teams, and the Trust provide a standard model (which stands alongside this health and safety policy) to be reviewed and tailored to meet the requirements on each site. These arrangements will be reviewed annually by the senior leader on site. It remains trust policy to ensure full compliance with legislative requirements.

These local health and safety arrangements will include summary information on responsibility for, and where appropriate, the approach to be taken to the following areas:

- Academy specific risk assessments
- Reporting and monitoring accidents
- Statutory areas including fire, water (legionellosis), asbestos, electricity, gas and lifting equipment.

- First Aid - in line with DfE guidance, academies are to ensure a suitable number and level of First aiders on site to support safe operation. Trust guidance available in the Academy Arrangements Document and at:  
<https://www.gov.uk/government/publications/first-aid-in-schools>
- Any specialist plant and equipment
- Visitors and Security
- Working with contractors on site  
(This list is not exhaustive).

These arrangement documents, when completed, ensure individual responsibilities and accountabilities are clarified at individual academy level, and ensure health and safety arrangements are in place and appropriately monitored.

## **2.0 Roles, Responsibility and Lines of Accountability**

### **2.1 Board of Trustee's Responsibilities**

The responsibilities of the Board include having effective oversight so that foreseeable health, safety, and welfare risks arising from workplace activities are removed or reduced as far as is reasonably possible.

They will create, and regularly review the Health and Safety Policy which promotes the correct attitudes towards safety amongst staff and pupils, ensure that suitable monitoring and review of safety management systems is carried out, and ensure that sufficient resources are allocated to operate the health and safety management systems required to maintain compliance.

They will appoint and support a specific member of the Board with responsibility for Health and Safety within the Trust and ensure appointment of a Competent Person Resource (Currently Nottingham City Council) to provide advice and guidance for the whole Trust in relation to health and safety matters.

### **2.2 Local Governing Body's Responsibilities**

Local Governing Bodies (LGB) will receive key health and safety information termly via the Academy Dashboard report. Whilst LGBs have no responsibilities in respect of health and safety they can challenge and escalate any concerns to the Board if necessary.

### **2.3 Accounting Officer Responsibilities**

As the role with overall management authority the Accounting Officer holds primary responsibility and accountability to the Board and under Section 2 of the Health and Safety at Work Act for the health and safety of the employees, pupils and others in relation to the activities and premises of the Trust. They cannot delegate or devolve this accountability but in order to discharge these responsibilities effectively they may delegate duties and authority to Senior Leaders.

They ensure, through review and audit, that the health and safety management systems within the Trust and its constituent organisations are fit for purpose and control the health and safety risks arising from the work activities carried out.

They actively promote and support the Health and Safety Policy requirements by their actions and attitudes as well as allocating sufficient resources to ensure that the health and safety management systems can be operated effectively to produce compliance.

They provide information to the Board as requested to confirm the level of compliance with legislative requirements within the Trust's organisations via the Head of Estates and Risk.

## **2.4 Senior Leaders' Responsibilities**

These persons (including Academy Leaders and Executive Heads) are responsible and accountable for the implementation of the applicable safety procedures within their own areas of responsibility, and the day-to-day management of health and safety matters in their Academy or business, or School Improvement Service area. They cannot delegate or devolve this accountability but in order to discharge their responsibilities effectively they may delegate duties and authority to their managers as appropriate.

They ensure that suitable and sufficient resources are made available to operate the health and safety systems required and carry out reviews to provide oversight of health and safety compliance in their area, taking remedial action where appropriate.

They allocate the health and safety responsibilities within their area, supply the training and guidance needed to ensure the competency of their staff and provide active leadership in the implementation of health and safety within the working environment.

## **2.5 Organisational Leaders' / SIS Department Heads/Line Managers' responsibilities**

SIS Department Heads, Deputy Heads, Assistant Heads, Middle Leaders, Estates Managers (including site managers and caretakers, line managers, science and other specialist technicians, and other similar positions):

These persons are responsible for implementing the applicable Trust Policy and local safety procedures and arrangements, assisting in developing, implementing and reviewing the safety systems and processes in their areas and ensuring that safe working practices are adhered to.

They carry out regular reviews of their areas to ensure that the health and safety arrangements are implemented appropriately and consistently, to identify where additional resources are needed and where staff training and guidance is required and will follow through on actions as needed.

They have responsibility for ensuring that employees are consulted and involved in issues which affect their health and safety.

They will ensure that the health and safety systems and processes in place are followed by their staff and that non-compliances are reported and resolved. This may involve the provision of training, guidance and support to provide competency.

## **2.6 Employees' Responsibilities**

Employees are responsible for ensuring their activities do not put themselves or others at risk of harm and must ensure that they understand and comply with the organisation's health

and safety policy and safety arrangements.

They must not misuse or recklessly interfere with equipment provided by the employer and must report accidents, incidents, near misses and hazardous situations to the appropriate person and through the trust's accident reporting system.

## **2.7 Health and Safety Competent Person Resource Responsibilities**

The Health and Safety Competent Person/expert role or supporting resource assists the Trustees, Accounting Officer and Staff of the Trust with advice, guidance and oversight on the strategic approach and practical requirements needed to achieve the implementation of health and safety management leading to compliance within the Trust's organisations.

In particular they provide guidance on the development, and continuous improvement of health and safety policy and management systems across the Trust, initiating and undertaking agreed reviews and audits to confirm the status of health and safety management systems and practice across the organisations forming the Trust. They will also support development of action plans for implementation by Trust management to enhance the level of health and safety practice and compliance across the Trust.

Where needed, they advise on the supply of specialist support and training, either from internal or external sources to ensure that compliance and staff competencies are achieved and maintained.

They will have responsibility for reporting on specific situations and circumstances in line with agreed delegations/reporting requests from the The Board.

N.B. For clarity, this position/resource does not have line management responsibility within the Trust's structure but operates as an advisory and oversight function.

## **3.0 Djanogly Learning Trust Safety Committees**

### **3.1 Djanogly Learning Trust Health and Safety Committee**

The Trust's Risk Management Group acts as the Trust's Health and Safety Committee and provides an oversight/strategic review function for information received and concerns raised by the local health and safety committees within the Trust's organisations, the Competent Person or resource and elected or appointed representatives. This Risk Management Group will report to the Board on a regular basis.

### **3.2 Local Health and Safety Committees**

These will exist in all organisations within the Trust including the School Improvement Service. The primary function of the local safety committees will be to oversee and assure site compliance in line with Trust expectations and statutory requirements. To encourage consultation, communication and involvement of staff; review the measures taken to ensure the health, safety and welfare at work of the employees in the area of responsibility; and to raise any issues to the Trust's senior leaders.

Committees meet twice during an academic year and operate to a standardised trust agenda to ensure consistency of approach and coverage (e.g., receiving reports from termly Health and Safety walks and overseeing compliance). The normal route for reporting

from these committees is via the Head of Estates and Risk to the Board.

The following members will form the local safety committee, additional members to this list may be determined locally at the approval of the Committee Chair:

- a) The Academy Leader or their Deputy (Chair)
- b) The school Site Manager
- c) The relevant Director (Education)
- d) A representative of the Estates Team
- e) Other staff as agreed by the Chair

#### **4.0 Policy Review**

This policy will be subject to review on an annual basis or as a result of any of the following:

- a. Changes in key personnel or the Trust's management structure
- b. Major changes or additions to premises
- c. Major changes to work arrangements or the implementation of new work processes
- d. If audit or risk assessment indicate a need for review
- e. As a result of enforcement action or as a result of the findings of an accident investigation
- f. Changes to legislation
- g. When consultations with employees or their representatives highlight deficiencies
- h. On request by an interested third party i.e., insurance company or enforcement agency
- i. As a result of a significant change to the workforce.