



HEALTH & SAFETY POLICY

STATUTORY CENTRAL POLICY

Version and Date		Action/Notes
1.0	March 2016	Policy reviewed and updated by Operations Director & Health and Safety Consultant
2.0	September 2016	Policy updated and reviewed
3.0	April 2017	Policy reviewed for renewal
4.0	April 2018	Reviewed for renewal
5.0	December 2020	Policy fully reviewed and rewritten to include Organisation section

Policy Reviewed:	December 2020
Policy Review Frequency:	Triennially
Next Review:	December 2023
Signature of CEO:	Signature of Chair of Trustees:
	

This policy applies to all Dean Trust sites; the policy is managed by the Dean Trust Board and delegated to the local governing bodies of each site to implement on a local basis.

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Health and Safety Statement of Intent

The Dean Trust Board recognises and accepts its responsibility for providing a safe and healthy environment for our employees, our pupils, contractors who support our activities, and for our visitors.

We will take all reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other associated regulations.

In accordance with the Health and Safety at Work etc Act 1974, we will so far as is reasonably practicable:

- provide safe and healthy premises/grounds including safe access/egress
- provide safe equipment for use in our buildings and for our activities
- identify and implement safe working procedures to minimise the likelihood of injury/harm
- provide resources to implement this policy, including access to health and safety competent persons
- provide information, instruction, training and supervision for our staff and others as necessary
- take all reasonable actions to manage our risks to minimise the potential for accidents/injuries/harm to our students/staff/others
- consult/communicate with our staff on all health and safety matters
- strive for continual improvement and welcome/use all opportunities to adopt best practice

In accordance with the Health and Safety at Work etc Act 1974, staff are required to:

- take reasonable care of their own health and safety and for the health and safety of our students and other people who support our activities
- co-operate with the employer to enable them to fulfil their responsibilities

This statement and the associated policy will be communicated, and made available, to all staff and others as required.

The Trust Board is committed to completing annual review of its Health and Safety Policy and regular review of its associated procedures, to ensure its objectives are achieved.

Policy Review and Consultation

As part of our commitment to our Trade Union Recognition Agreement, this policy underwent meaningful consultation with the Trust's recognised trade unions.

This policy will be reviewed in line with its review date and any changes will be consulted with the Joint Consultative Committee. The Dean Trust will ensure employees are informed of any changes to the policy.

Organisation

This section of the Health and Safety Policy defines the roles/responsibilities of all staff/others.

Dean Trust Board

The Trust Board will:

- do all that is reasonably practicable to ensure that high standards of health, safety and welfare are achieved and maintained for all employees, pupils and other non-employees
- oversee health, safety and welfare matters and ensure the necessary resources are provided
- ensure that each School and the Governing Body knows and understands its health and safety responsibilities
- set up and maintain a Trust and Hub Health and Safety Committees to ensure appropriate consultation with staff
- receive and review the Annual Health and Safety Performance Report and determine any necessary actions/ response

Headteacher

The Headteacher is responsible and accountable to the Trust and the Governing Body for the implementation of the Health and Safety Policy and associated procedures, at each school. The Headteacher will ensure that

- health and safety information is communicated to relevant staff
- a Health and Safety Coordinator is appointed and the appointment is communicated to all staff
- adequate first aid procedures are in place, including the provision of sufficient numbers of trained staff, and that all staff are aware of the arrangements
- accidents, incidents and near misses are reported using the established procedures
- allow/support TU/staff representatives to carry out their health and safety functions as required
- employee training needs are identified and that appropriate arrangements are made for health and safety training to be completed
- fire drills are carried out twice per year and fire safety records are maintained

- risk assessments are undertaken by all departments to cover activities, locations, and off-site visits and trips
- health and safety matters which cannot be resolved appropriately are raised with the Trust Board
- a named health and safety governor is appointed and the appointment is communicated to all employee

Senior Leadership Team Coordinator

The Senior Leadership Team Coordinator will ensure that:

- they comply with and promote the application of the Health and Safety Policy and associated procedures, within the school
- in the absence of the Headteacher, all the allocated health and safety duties are carried out

Heads of Department

Heads of Department are responsible for implementing the Health and Safety Policy and associated procedures, within their department. In particular, they are responsible for:

- ensuring that activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health by ensuring departmental risk assessments are completed and acted on
- monitoring the areas used by their employees by carrying out informal inspections of the classrooms and the equipment
- ensuring all work equipment is suitable for purpose and maintained in a safe condition at all times
- ensuring substances/products are suitable for purpose and are safely used and stored in a secure location
- ensuring the competence of employees under their control by identifying training needs and arranging for employees to attend/complete relevant training
- bringing to the attention of the next level of management any safety issues that cannot be resolved at a local level
- ensuring all accidents and incidents are reported within their areas of control
- complete a termly analysis of reported events to ensure, where available, learning is applied

Health and Safety Coordinator

The two Health and Safety Coordinators, one for each of the Dean Trust Hubs (Trafford/Manchester and Knowsley/Wigan), and representing each of the recognised trade unions, will:

- be the Health and Safety for all members working at a school in your hub.
- be released, during working hours on full pay, to receive training arranged by their trade union
- receive dedicated 'facilities time' (dedicated paid time) of one day per half term. (As this is a new role the amount of facilities time will be subject to review to ensure it is suitable).
- attend the Hub Health and Safety Committee
- attend school-based meetings with the Health and Safety Consultant
- ensure the annual health and safety compliance checklist is completed and forwarded to the Headteacher
- receive and distribute the health and safety plans to the relevant Heads of Department for action
- investigate potential hazards and examine the causes of accidents in the schools
- investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work
- to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- to make a request to carry out inspections;
- to represent the employees they were appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;
- to receive information from inspectors in accordance with section 28(8) of the 1974 Act; and

Trade Union Health and Safety Coordinators will be consulted on matters affecting the health and safety of employees/others in compliance with the Safety Representatives and Safety Committees Regulations 1977.

Formal consultation with our Trade Unions on health and safety will take place through the Trust and Hub Health and Safety Committees.

Teaching Staff

Teaching staff are responsible for the health and safety of pupils/others with regard to the delivery of lessons/educational activities and are expected to:

- know and act on the emergency procedures in respect of fire and first aid and any special safety measures (e.g. management of a person who experiences a disability or illness) to be adopted in his/her own teaching areas and to ensure that they are applied
- exercise effective supervision of pupils and others in the work area to promote and maintain safe working, teaching and learning practices
- integrate all relevant aspects of health and safety into the teaching process and where necessary, give specific briefings to students on health and safety
- follow safe working procedures
- use protective clothing, guards, special safe working procedures etc when necessary
- make recommendations on safety matters to the Heads of Department
- where required, record safety arrangements as part of the lesson plan
- be familiar with risk assessments and safe systems of working for the work activity

Site Manager/Caretaker

The Site Manager is responsible for:

- ensuring the site offers a safe working environment for employees, pupils and visitors
- supervising site management and site management team, ensuring they are provided with relevant health and safety information
- identifying premises defects and dealing with them in consultation with the Senior Coordinator Team as appropriate. Where defects cannot be immediately dealt with, the Site Manager is responsible for ensuring appropriate interim measures are taken in order to make the area safe
- testing of the fire alarm, sprinkler and other associated systems
- all statutory inspections are completed
- liaising with building, cleaning and grounds maintenance contractors and monitoring their compliance with the required standards
- ensuring weekly maintenance checks are carried out on the school minibuses and arrange the servicing of the vehicles when required
- ensuring the school grounds including play areas are checked on a daily basis
- acting as the Headteachers representative for the buildings outside normal hours
- carry out duties safely as required by the Senior Leadership Team

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees will:

- comply with the Health and Safety Policy and associated procedures, at all times, in particular procedures for accident and incident reporting, fire, first aid and other emergencies
- read and work in accordance with the health, safety and welfare policies, procedures and risk assessments relevant with their area and activity of work
- co-operate with the school's management in complying with relevant health and safety law and act in accordance with any health and safety information received
- use all work equipment and substances in accordance with instruction, training and information received
- report concerns about pupils' health, safety and welfare to the relevant Head of Department
- inform the Line Manager of any concerns or perceived shortcomings of the school's health and safety arrangements, along with any suggestions for improvement
- report to their immediate Line Manager, or the Site Manager any hazard concerns and defects in equipment found in their work places, via the school's defect reporting system
- report all accidents, incidents (e.g. damage to equipment, property and vehicles) and near misses (i.e. where someone was nearly harmed but not injured)
- exercise good standards of orderliness and cleanliness whilst conducting their work activities

Pupils

Pupils are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- report any accidents, incidents to a member of staff, or their class teacher/ tutor

Health and Safety Consultant

The Health and Safety Consultant will:

- disseminate health and safety information to employees
- investigate RIDDOR accidents when required by the schools
- ensure all health and safety policies, procedures and forms remain valid, up-to-date and are used appropriately
- visit schools in accordance with an agreed schedule to complete advisory work/compliance assessments
- provide an annual health and safety progress report for the Trust Board and Trade Union Representatives
- attend the termly Health and Safety Committee meeting
- provide ongoing support to the Trust Board, Health and Safety Coordinators, Headteachers and Staff

Occupational Health

Arrangements for occupational health and health support are managed by the Health and Safety Consultant and the Group HR Manager. This includes welfare support, return to work interviews, counselling, ergonomic assistance, expectant mother risk assessments and advice on stress management.

First Aiders

First aid trained staff will be appointed for each school. Training will be provided as necessary.

First Aiders will:

- attend initial and refresher training to ensure their competence remains up to date
- administer first aid treatment in accordance with the training provided
- conduct weekly checks on the contents of first aid boxes and replenish as necessary
- record monthly, all treatment administered in the first aid treatment record book

Educational Visits Coordinator (EVC)

An Educational Visits Coordinator (EVC) will be appointed for each school. The EVC will:

- support staff in the planning, preparation of risk assessment and approval to ensure, as far as is reasonably practicable, the safe running of educational visits off the school site
- ensure all documentation is in place and forwarded to the Headteacher for authorisation in accordance with the allocated timescales
- advise the Headteacher of any concerns or omissions with regard to individual trips/visits

Health and Safety Committees

The two Trust Health & Safety Committees, created to serve across two hubs: Manchester/Trafford and Knowsley/Wigan; meet termly, chaired by a member of the Executive Team.

The membership of the group is:

- Estates/Site manager representatives for each hub,
- Health and Safety Consultant,
- Health and Safety Governor/s,
- Health and Safety Coordinators drawn to represent each of the recognised trade unions
- Corporate HR Representative.

The committee will:

- meet termly to review and discuss the effectiveness of the health and safety arrangements
- assist in and encourage the taking forward of good practice in health and safety in all schools
- assist in the implementation and monitoring of action points arising from matters raised by the Trust Board and as a result of the external health and safety monitoring plans
- act as a channel of communication for members of staff wishing to raise issues of strategic concern beyond those for which routine reporting procedures are appropriate
- have an important role in informing and consulting with all employees on health and safety matters and ensuring that its minutes are published to all employees
- review the Health and Safety Policy and all procedures/documentation to ensure they are 'fit for purpose'
- monitor accident/injury rates and work-related sickness reports on a termly basis to identify possible trends and areas for improvement;
- escalate issues to the Trust Board where necessary for action/approval

Hub Health and Safety Committee

The Hub Health and Safety Committees will meet termly, chaired by a nominated Headteacher.

The membership of the group will be as follows:

- Estates/Site Manager representatives from each hub

- Health and Safety Consultant
- Health and Safety Governor/s for the hub
- Health and Safety Coordinators drawn to represent each of the recognised trade unions
- HR Representative for the hub.

The committee will:

- meet termly to review and discuss the effectiveness of the local health and safety arrangements
- assist in and encourage the taking forward of good practice in health and safety in all schools
- act as a channel of communication for members of staff wishing to raise issues of concern beyond those for which routine reporting procedures are appropriate
- have an important role in informing and consulting with all trade unions and employees on health and safety matters and ensuring that its minutes are published to all employees
- review the Health and Safety Policy and all procedures/documentation to ensure they are 'fit for purpose'
- monitor accident/injury rates and work-related sickness reports on a termly basis to identify possible trends and areas for improvement
- escalate issues to the Trust Health and Safety Committee where necessary for action/approval

Procedures and Arrangements

This policy is supported by a set of specific procedures, including;

- Accident Reporting
- Asbestos
- Control of Contractors
- Control of Substances Hazardous to Health
- Display Screen Equipment
- Equipment Safety
- Infection Control Policy
- Fire Safety
- First Aid

- Health and Safety Training
- Inspection and Audit
- Legionella
- Lone Working
- Managing Violence and Aggression
- Manual Handling
- Medication
- Mini-bus
- New and Expectant Mothers
- Risk Assessments
- Trips and Visits
- Working at Heights

These procedures provide the necessary information and support for employees to ensure specific health and safety standards are met.

A copy of this Policy and all supporting Health and Safety procedures can be found on the Dean Trust Intranet