

Health and Safety Policy

Approved by Directors – May 2020

Review – May 2021

Jesus grew in wisdom and stature

OUR TRUST PRAYER

We thank you God of Love, for the gift of children,
bless the work of our Trust, that in all we do
young people may grow in wisdom and stature,
and so come to know you,
to love you and
to serve you as Jesus did,
We make our prayer in his name who is God
with you and the Holy Spirit now and forever.
Amen

HEALTH AND SAFETY POLICY

Purpose

The purpose of this document is to define the means by which the Liverpool Diocesan Schools Trust endeavours to provide and maintain a working environment that ensures the health and safety of its employees, pupils, contractors and visitors.

Scope

This procedure is applicable to all Liverpool Diocesan Schools Trust employees.

STATEMENT OF INTENT

Health and Safety Objectives

So far as reasonably practicable, Liverpool Diocesan Schools Trust will:

- Effectively control health and safety risks to our staff, pupils and others affected by the way in which we conduct our activities.
- Comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and all other relevant health and safety and fire safety regulations.
- Work with partners and contractors to control health and safety risks.
- Prevent work related accidents, ill health and serious incidents.
- Continuously improve our health and safety performance.
- Ensure our health and safety arrangements are balanced, proportionate and sensible.

To achieve these objectives the Trust will ensure, so far as reasonably practicable, that:

- Effective health and safety governance and performance management arrangements are in place.
- Health and safety responsibilities at all levels are effectively managed.
- Activities involving significant risks are risk assessed and appropriate controls are put in place.
- Safe systems of work are provided for all activities, premises, plant, vehicles, equipment and substances where there are any significant risks.
- Appropriate training, instruction, guidance and supervision is provided.
- A competent person is appointed to support the Trust to effectively manage all aspects of health and safety.

- Health and safety arrangements are monitored and reviewed.
- Employee consultation in relation to health and safety takes place across the Trust.
- Health and safety requirements are appropriately considered in contracting, commissioning and partnership arrangements.
- Financial and reputational losses arising from work related accidents, incidents or ill health are avoided.
- Adequate financial resources are made available.
- The policy is to be reviewed on an annual basis or whenever there are changes to the organisational structure.

Policy Commitment

At the Liverpool Diocesan Schools Trust, we recognise that the success of this policy, which we'll review at least once a year, relies on everyone being actively involved. We all have an important role to play in showing that good health and safety at work is good business.

ORGANISATIONAL ROLES AND RESPONSIBILITIES

This statement outlines the roles and responsibilities in relation to delivering, so far as reasonably practicable, compliance with the aims of this policy and the relevant statutory requirements. All specific roles and responsibilities will be assigned under local arrangements contained within the individual school's health and safety policy as delegated by the Head Teacher and the Local Governing Body.

It should be noted:

- Every employee is legally required to co-operate with their employer in relation to all aspects of health and safety, and to take reasonable care of themselves and others who may be affected by what they do, or fail to do, at work.
- Employees must not interfere with anything provided to safeguard their health and safety.
- Employees must report all health and safety concerns to an appropriate person.
- The Board of Directors, Chief Executive Officer, Head Teachers and Local Governing Bodies are also subject to the above duties but carry additional legal duties to ensure that health and safety is properly managed.

Board of Directors and Chief Executive Officer

The Board of Directors and Chief Executive will provide leadership in delivering compliance with the relevant statutory requirements and the aims of this policy and will: -

- Give due consideration to all health and safety matters with regards to decision making including the need to adequately resource proportionate and effective health and safety arrangements.
- Establish appropriate and proportionate governance and assurance arrangements to facilitate effective health and safety planning, delivery, monitoring and review.
- Appoint competent health and safety support to ensure full compliance in relation to health and safety.

Local Governing Bodies and Head Teachers

For those activities and operations which carry significant health and safety risks Local Governing Bodies and Head Teachers will:

- Provide adequate leadership so that effective health and safety management arrangements are established.
- Implement health and safety governance and assurance arrangements to facilitate effective and proportionate health and safety planning, delivery, monitoring and review, including the assessment of significant risks.
- Give due consideration to health and safety issues in decision making, including the need to adequately resource health and safety arrangements.
- Engage appropriate levels of competent health and safety support.
- Take steps to achieve continuous health and safety performance and improvement.

- Provide adequate health and safety training, instruction, guidance and supervision for employees.
- Seek competent advice and support where necessary from Compliance Education Ltd.
- Establish consultation arrangements to engage with staff in achieving effective and proportionate levels of health and safety.
- Ensure that appropriate cooperation is given to safety representatives in the exercise of their functions.
- Appropriately consider health and safety requirements when contracting, commissioning and agreeing partnership arrangements.

Lead Persons

The level of health and safety responsibilities for employees will be commensurate with their responsibilities for the organisation or control of any activity, operation or function and the extent of any associated risk.

Employee responsible for activities or functions will:

- Manage health and safety in accordance with statutory requirements and relevant Trust and School policies and procedures.
- Where there are significant risks, manage, monitor and review health and safety standards and performance.
- Investigate, record and report any accidents, violent incidents, dangerous occurrences or incidents of work-related ill health in accordance with the Trust's and School's procedures.
- Consult employees and safety representatives in relation to health and safety issues.
- Seek competent advice and support where necessary from Compliance Education Ltd.

Provide arrangements to ensure:

- Work operations are safely planned, conducted and risk assessed.
- Employees are provided with appropriate information, instruction, training and supervision.
- Employees are provided with the necessary Personal Protective Equipment and other safety equipment.
- Risks associated with premises, plant, vehicles, equipment, activities and substances are minimised.
- Approved contractors and providers are appropriately vetted and monitored.
- Records are kept to ensure health and safety requirements are reached.

Compliance Education Ltd

The appointed Trust Health and Safety Advisors (Compliance Education Ltd) will:

- Operate as the Trust's appointed 'Competent Person' in accordance with the organisation's duties under the relevant regulations. The purpose of this role is to assist the Trust, its directors and managers to fulfil their statutory obligations.
- Ensure, so far as reasonably practicable, that the Trust's health and safety management systems comply with statutory requirements and adequately protect employees, pupils and others.
- Support management to provide appropriate health and safety leadership and governance.
- Represent the Trust in dealings with the Health and Safety Executive, Fire Authority and other regulators.
- Support the Trust to fulfil its obligations in relation to health and safety consultation with employees.

All Employees

Every employee has a part to play in helping the Trust achieve its health and safety objectives. All employees have responsibilities to: -

- Follow any relevant guidance, instructions, training and procedures.
- Take reasonable care of themselves and others during the course of their daily duties.
- Report any concerns in relation to methods of work, premises, sites, plant, equipment, activities, vehicles, substances or any other work-related matter.
- Report any ill health effects which they consider may be caused or exacerbated by work, including where they consider they may be affected by work related stress.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Make use of any personal protective equipment or clothing, and report any defects in, or loss of, such equipment or clothing.
- As soon as possible, report to their manager or supervisor any work-related accident or significant 'near-miss', including those involving members of the public, contractors or other non-employees.
- Report to their manager any incident related to work where they felt threatened or were assaulted.
- Follow any emergency procedures, such as fire evacuation or lockdown procedures.

For those employees with additional health and safety responsibilities specific to their jobs, these will be set out in local arrangements or management instructions.

Please note that failure to act in accordance with the roles and responsibilities set out in this policy or other relevant instructions or training may result in disciplinary action.