

# Health and Safety Policy

Version 3

*This policy has been implemented after consultation with relevant recognised trade unions.*

*Policy review will be carried out in consultation with recognised trade unions.*

**This policy applies to all NCLT institutions.**

   



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## **1.0 Health and Safety Policy Statement**

New Collaborative Learning Trust (NCLT) gives high priority to the health, safety and welfare of employees, students/pupils, contractors and visitors. The CEO, Directors and Principals/Head Teachers recognise their legal responsibilities under the Health and Safety at Work etc. Act 1974 and will ensure, as far as is reasonably practicable, the health, safety and welfare of any person who may be affected by our activities. The Trust will access competent health and safety expertise from the Health and Safety Manager and external sources when necessary.

The Trust will encourage a health and safety culture which is positive, consistent and proportionate.

Health and safety is the direct responsibility of all staff and the following procedures have been set down to define the organisation, responsibilities and arrangements to assist those responsible in communicating, implementing and ensuring compliance with the Health and Safety Policy.

NCLT is committed to:

- a) The provision and maintenance of safe plant, equipment and methods of work.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Sufficient information, instruction, training and supervision to enable employees and students/pupils to avoid hazards and contribute positively to their own health and safety.
- d) A safe place of work, which prevents accidents and cases of work-related ill health.
- e) Safe access and egress from the workplace.
- f) Risk assessment to provide a safe and healthy working environment, whether on or off the premises.
- g) Sufficient welfare facilities.
- h) A commitment to employee consultation and co-operation on all health and safety matters.
- i) Provision of a working environment which safeguards the welfare of students/pupils, underpinned by a Child Protection Policy, and relevant training of all staff.

### **1.1 Consultation and Co-operation**

The Trust acknowledges the importance of employee involvement, as no-one understands the hazards better than those who work with them. Health and Safety Committees provide a forum for consultation and co-operation with employees and working together with Trade Unions. The committee terms of reference include:

- The development and review of NCLT policies on health, safety and welfare.
- The development and update of safety rules and safe systems of work.
- The examination of health and safety audit and inspection reports, and making recommendations for corrective action where appropriate.
- The provision and monitoring of the effectiveness of training in health and safety for site users.

- The effectiveness of communication in respect of health and safety matters.
- The consideration of reports, trends and statistics relating to accidents, incidents, dangerous occurrences and notifiable diseases.
- The management of health and safety inspections.
- Safeguarding issues arising from activities with health and safety implications.

The Trust's health and safety performance is reviewed quarterly through reporting by the Health and Safety Manager to the College Trust Executive Team, Secondary Trust Executive Team and Primary Trust Executive Team. The Board of Director's will monitor compliance through an annual reporting process.

This Health and Safety Policy will be reviewed annually by the Board of Directors to ensure that it remains accurate and relevant.

**Richard Fletcher**  
**CEO**

**Date: 12/07/2023**

A handwritten signature in black ink, appearing to read 'R. Fletcher', written in a cursive style.

## **2.0 Organisation and Responsibilities**

### 2.1 Scope

This policy applies to all employees of New Collaborative Learning Trust and is relevant to students/pupils, contractors, visitors to NCLT sites and individuals completing work experience on NCLT sites.

### 2.2 Roles and Responsibilities

This is a summary of the organisational structure and responsibilities for the management of health and safety within NCLT. Where a related health and safety policy includes responsibilities that only apply to that policy they are recorded in the policy document and are in addition to the responsibilities described here.

#### 2.2.1 The Board of Directors

The Board of Directors has overall corporate responsibility for all Health and Safety matters within the Trust. In order to fulfil its responsibilities, the Board of Directors will:

- Ensure that the Trust conducts its business in compliance with existing Health and Safety Laws and Regulations.
- Ensure that it is kept informed of, and alert to, relevant health and safety risk management issues.
- Receive appropriate and timely reports on health and safety matters to enable it to monitor the effectiveness of the Trust's health and safety arrangements and to take any necessary action.
- Ensure that adequate internal audit arrangements are in place in relation to health and safety management.
- Ensure that consideration of health, safety and welfare is an integral part of strategic decisions.
- Monitor the effectiveness of the Trust's approach to health, safety and welfare.

#### 2.2.2 Trust Executive Teams

The Trust Executive Teams, collectively, are responsible for the effective management of health, safety and wellbeing throughout the Trust and within their individual areas of responsibility, with the CEO holding overall operational responsibility. The CEO is expected to:

- Ensure that resources are reasonably and effectively deployed to implement the Trust's Health and Safety Policy.
- Ensure that the consideration of health, safety and wellbeing is an integral part of strategic decisions.
- Monitor the effectiveness of the Trust's approach to health, safety and welfare.
- Ensure that staff have access to the necessary training and time provided in order to carry out their role competently.
- Ensure inspections are carried out and reports submitted to the Board of Directors.
- Promote a positive health and safety culture within the Trust supporting management and employees in the implementation of this policy.
- Ensure appropriate insurance cover is maintained to satisfy statutory and business needs.

### 2.2.3 Trust Health and Safety Manager

The Health and Safety Manager acts as the Trust's "competent person" with suitable qualifications and relevant experience in health and safety. They are responsible for ensuring that appropriate resources are provided to meet health and safety obligations and requirements. They provide advice and support for health and safety practice and policy in the Trust as a whole. They are expected to:

- Provide support to the CEO and Directors and advise Principals/Headteachers on health and safety issues and legislation.
- Prepare regular reports and returns for the Board of Directors and Trust Executive Teams.
- Advise on/deliver relevant health and safety training.
- Arrange and chair Health and Safety Committee meetings.
- Work with Principals/Headteachers and Trust Managers as required to enable them to provide appropriate health and safety management of their site.
- Carry out and review Trust risk assessments, where specialist health and safety knowledge is required.
- Carry out health, safety and welfare inspections/audits of faculties/departments and Trust premises and procedures as scheduled.
- Ensure the communication of information on health and safety matters to all appropriate persons.
- Liaise with external bodies e.g. Health and Safety Executive, Association of Colleges, Fire Service etc.
- Ensure all accidents are recorded, and where necessary, reported and investigated.
- Provide support to all staff in relation to on-site activity in order to keep the sites safe.

### 2.2.4 Trust Estates Manager

- Operate a system to ensure that all necessary inspection, testing and maintenance checks are completed and recorded in respect of on-site plant and equipment where schedule and maintenance records are required, to comply with statutory health and safety regulations.
- Maintain details of approved contractors carrying out building works on site, and provide them with all necessary health and safety information relating to Trust premises and liaise with any contractor on site to ensure health and safety compliance.
- Operate a system of checks, made during and at the end of the day, to ensure the security of the sites and safeguarding of students/pupils.
- Maintain details of approved contractors and provide them with all necessary health and safety information relating to Trust premises and liaise with any contractor on site to ensure health and safety compliance.

### 2.2.5 Principals/Headteachers

- Promote a positive health and safety culture within the school/college.
- Ensure the school/college follows the health and safety policy and has effective arrangements for managing the health and safety risks at the school/college.
- Maintain effective communications between the Trust and the school workforce.

- Ensure clear information is provided to students/pupils and visitors regarding the significant risks on site.
- Make sure that staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised Trade Union representatives/employee representatives and safety committees.
- Ensure staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly in collaboration with the Trust Health and Safety Manager.

#### 2.2.6 Heads of Faculty/Department and Trust Managers

All Heads of Faculty/Department and Trust Managers are responsible for all health and safety matters within the area they manage. This includes responsibility for the health, safety and wellbeing of staff, students/pupils and others (such as contract cleaners, visitors) who may be affected by activities within their area. They are expected to:

- Ensure that the Trust's Health and Safety Policy, and guidance is implemented in their area.
- Ensure that where applicable, suitable and sufficient risk assessments are carried out, communicated to all affected and that procedures are in place to ensure compliance.
- Ensure that staff within their area are fully aware of their health and safety responsibilities and that work areas are safe.
- Ensure that employees are competent to carry out their roles through training, instruction and supervision.
- Promote a positive attitude toward health, safety and wellbeing.
- Participating in health and safety departmental audits, inspections and investigations.

#### 2.2.7 Teachers (or other staff supervising students/pupils)

All teachers (or other staff supervising students/pupils) are also responsible for the health, safety and wellbeing of all the students/pupils they are supervising. They are expected to:

- Ensure that students/pupils are adequately and appropriately supervised, and PPE (Personal Protective Equipment) is worn where required.
- Ensure that students/pupils know of and comply with Trust site specific emergency procedures and the special safety measures for that location or activity.
- Provide adequate information, instruction and supervision to enable students/pupils to safely use any equipment, machinery, substance or process necessary to the activity.
- Where appropriately trained, prepare and review risk assessments for any activity with the potential to cause harm.
- Maintain health and safety notices in their areas and promote good practice.

#### 2.2.8 Employees

All employees have a responsibility to take reasonable care not to endanger themselves and to avoid exposing others to unnecessary hazards through their acts or omissions. They are expected to:

- Take reasonable care for their own health and safety and that of others who may be affected by what you do, or fail to do.
- Cooperate with NCLT, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Promptly raise health and safety concerns.

### 3.0 Arrangements

#### 3.1 Related Health and Safety Policies

Details to ensure the implementation of this policy are found in a series of related policy documents. These policy documents record the responsibilities and procedures used to ensure the Trust complies with all statutory obligations.

<b>Title of Policy/Procedure</b>	<b>Responsibility for Review</b>	<b>Review Period</b>
Accident, Incident and Investigation Policy	Health and Safety Manager	Annually
Asbestos Management Plan	Estates Manager	Annually
Lockdown Procedure	Health and Safety Manager	Annually
Control of Infection Policy	Health and Safety Manager	Annually
COSHH Procedures	Health and Safety Manager	Annually
Business Continuity Plan	Health and Safety Manager	Annually
First Aid Policy	Health and Safety Manager	Annually
Health and Safety Policy	Health and Safety Manager	Annually
Lone Working Policy	Health and Safety Manager	Annually
Offsite Activity Policy	Health and Safety Manager	Annually
Risk Assessment Policy	Health and Safety Manager	Annually
Employee Health and Wellbeing Policy	Director of Human Resources	Every 3 years
Site Specific Evacuation Plans	Principal/Headteacher/Health and Safety Manager	Living Document

#### 3.2 Monitoring and Review

Monitoring of the implementation of this policy takes place on a proactive and reactive basis. Audits take place of individual departments within the Trust to confirm that health and safety policy is being implemented and to identify areas for improvement. Investigations are carried out on accidents, incidents and near misses to ensure lessons are learnt and where actions taken to address areas where improvements can be made.



## Policy Status

Policy Lead (Title)	Trust Health and Safety Manager	Review Period	Annually
Reviewed By	Trust Executive Team/ Board of Directors	Equality Impact Assessment Completed (Y/N)	N

## POLICY AMENDMENTS

Version	Approval Date	Trade Union Consultation Date (if applicable)	Page No./Paragraph No.	Amendment
This Policy was previously part of a larger policy. This is the first version since becoming a standalone policy.				
Version 1	TET 14/06/21 BoD 05/07/21	15/07/2021		See archived version for full details of historic changes – available from HR
Version 2	TET 26/04/2022 BoD 09/05/2022		Page 4 Paragraph 2.3	Changed wording to remove repetition in sentence
			Page 6 Paragraph 3.4	Changed wording from To take into account to consider (clarity)
			Page 12 Appendix A	Changed policy names to reflect current titles
			Section 3.10 Paragraph 4	Spelling correction
			Section 3.12 Paragraph 2	Capitalised Trade Unions
Version 3	TET 28/02/2023 BoD 11/07/2023	June 2023	Section 3.18	Added lockdown procedure to list and spelling correction
			Front page	Removed statement referring to Wingfield and TUPE process, updated to version 3 in title
			Throughout	updated students to students/pupils
			Page 3/4 1.0 Health and Safety Policy Statement	Removed unnecessary capital letters, corrected title of H&SaW act, removed separate section heading 1.1 Policy Objectives removed, moved statement about committee meetings from 3.0
			Page 4	Updated statements about frequency of reporting based on new arrangements and moved from 2.0 responsibilities, added section for signatures by CEO and Responsible Person
			Page 6 2.2.3 Health and Safety Manager	Replaced reference to senior managers with Principal/Headteacher and Trust Managers to reflect language used elsewhere in policy document, added statement about board reporting, updated statement about committee meetings, clarified types of audit
			Page 6 2.2.4 Trust Estates Manager	Added as separate section to formally record responsibilities currently held by Trust Estates Manager
			Page 6/7 2.2.5 Principals/Headteachers	Added as separate section to formally record responsibilities, taken from advisory material on HSE website. Intended to improve clarity with increased number of sites within Trust
			Page 7 2.2.6 Trust Managers	Recorded responsibilities currently held by staff in this position
			Page 7/8 2.2.8 Employees	Changed statements to clarify and simplify language
Page 8 3.0 Arrangements	Removed all previous material referencing specific legislation and placed this in a separate document which can be referenced by relevant staff if required. Moved appendix outlining policies which relate to health and safety from appendix and added statement about how monitoring and review will ensure policy implementation			