

# Health and Safety Policy

Version 5

*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 settings.**



DINNINGTON  
HIGH SCHOOL



Wingfield Academy



 newcollege  
Doncaster

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Bradford

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Pontefract

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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 Directors 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.



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**Richard Fletcher**  
**CEO**

**Date: 12/05/25**

## **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. 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 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 to keep the sites safe.

### 2.2.4 Trust Estates Director

- 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.
- Set strategy and budget allocation for the monitoring and maintenance of gas installations and systems to ensure they are installed and maintained in compliance with guidance set out in the Safety in installation and use of gas

systems and appliances Approved Code of Practice published by the Health and Safety Executive.

#### 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's/college's 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 staff wear Personal Protective Equipment (PPE) where it is identified as a control measure in risk assessments
- Ensure that safe systems of work are followed by staff undertaking activities in their faculty/department
- 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.
- Participate 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.
- Implement control measures identified in risk assessments and follow safe systems of work in all workplace activities
- Maintain health and safety notices in their areas and promote good practice.
- Promote a positive attitude toward health, safety and wellbeing.

#### 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 they 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 Installation and use of gas systems

The Trust Estates Director is responsible for ensuring that NCLT is fully compliant with the Safety in the installation and use of gas systems and appliance Approved Code of Practice by ensuring:

- A competent individual is identified as responsible for the day-to-day maintenance of gas appliances and systems and provided with training and guidance on their responsibilities
- Person(s) contracted to carry out work on a gas installation or system are registered with the Gas Safe Register
- Confirm that any alteration to the premises in which a gas fitting or storage vessel is installed will not compromise gas safety
- Annual safety checks are carried out on gas appliances and flues by a competent gas engineer
- All gas appliance, flues, and installation pipework is maintained in a safe condition
- Records are kept of all work carried out on gas installations and systems



Day-to-day maintenance of gas systems includes:

- Periodic visual inspection of gas systems and appliances
- Prevention of the use of any appliance suspected as being unsafe or identified as unsafe by a competent gas engineer or emergency service provider (responsible person)
- Arrange ongoing maintenance on gas appliances and flues throughout the year

### 3.2 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	3 years
Asbestos Management Plan	Estates Manager	Annual
Lockdown Procedure	Health and Safety Manager	Annual
Control of Infection Policy	Health and Safety Manager	Annual
COSHH Procedures	Health and Safety Manager	3 years
Business Continuity Plan	Health and Safety Manager	3 years
First Aid Policy	Health and Safety Manager	Annual
Lone Working Policy	Health and Safety Manager	3 years
Offsite Activity Policy	Health and Safety Manager	3 years
Risk Assessment Policy	Health and Safety Manager	3 years
Driving for Work Policy	Health and Safety Manager	3 years
Health, Wellbeing and Morale Policy	Chief of People Operations	3 years
Site Specific Emergency Procedures	Principal/Headteacher/Health and Safety Manager	Living Document

### 3.3 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	C Suite / 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			See archived version for full details of historic changes – available from HR
Version 2	TET 26/04/2022 BoD 09/05/2022			See archived version for full details of historic changes – available from HR
Version 3	TET 28/02/2023 BoD 11/07/2023	June 2023		See archived version for full details of historic changes – available from HR
Version 4  Updated by Jamie Baker	C Suite 13/03/2024 BoD 26/03/2024	N/A – Minor changes		
			Formatting throughout	Added line space between headings and start of text to ensure consistent formatting throughout the document.
			Page 8 3.0 Arrangements	Updated table recording related policy documents to reflect revised review periods, change in job title and change in responsibility for review.
Version 5  Updated by Jamie Baker	TET – Approved 25/4 BoD – 08/05/25		Amendments to wording for clarity of communication	Page 5 and page 6
			Paragraph 2.2.4	Added detail of responsibility for Trust Estates Director
			Paragraph 2.2.6	Added detail of responsibility for Head of Faculty/Department and Trust Managers
			Paragraph 2.2.7	Added detail of responsibility for Teaching Staff
			Paragraph 3.1	Outlined arrangements for ensuring gas safety
			Paragraph 3.2	Changed phrase 'Evacuation Plan' to 'Emergency Procedures' – encompasses Lockdown/Invacuation and Evacuation Procedures