

ROSHERVILLE SAFETY SOLUTIONS  
EDUCATION HEALTH AND SAFETY SPECIALISTS



---

## The Denbigh Alliance

### Health and Safety Policy

---

---

Author: Stuart McGregor  
Chartered Member IOSH, MIIRSM, MIFSM, IAI, AFOH, RSP, RRP, AFAAM

**This document was approved by the Operations Committee on 22 2 2023**

**And approved and adopted by the Trust Board on 29 3 2023**

**This document will be reviewed annually on or before 28 3 2025**

## STATEMENT OF INTENT

The Board of Trustees of The Denbigh Alliance recognises its health and safety responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the safety and welfare of its staff, pupils, visitors and contractors using the academy premises or participating in school-sponsored activities.

The Denbigh Alliance will ensure, so far as is reasonably practicable, the safety of all staff, pupils and any other person who may be directly affected by its operations by:

- The establishment and maintenance of a safe and healthy working environment including safe access and exit throughout its premises and areas of operation.
- Ensuring significant health and safety risks arising from its activities are adequately controlled.
- Provision and maintenance of safe plant, equipment and systems of work
- Regular briefings for employees on matters of health, safety and welfare.
- Managing and maintaining a safe and healthy working environment
- Provision of effective procedures for use in the event of accident or emergency
- Provision of adequate welfare facilities.
- Appointment of and provision of training for competent personnel to ensure compliance with statutory duties, regular monitoring, review and adjustment of processes related to health and safety and completion of annual review.
- Taking preventative and protective measures such as safe procurement and provision of Personal Protective Equipment
- The Trust will provide appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.

All employees have a duty under the Health and Safety at Work etc. Act 1974 and must actively support the trust's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in disciplinary action, in line with the **Trust's Staff Disciplinary Policy**.

This policy statement will be reviewed on an annual basis to meet its compliance requirements. The CEO will communicate any changes to all staff.

This policy and appendices apply to all activities of The Denbigh Alliance whether on or off site as well as any other organisations that may become affiliated to the Denbigh Alliance before the next policy review.

Signed:

Signed:

**John Cove**  
**Chair of the Board of Trustees**  
**The Denbigh Alliance**

**Ian Joyce**  
**Chief Executive Officer**  
**The Denbigh Alliance**

Date:

Date:

## **1. SCOPE**

**1.1** This policy applies to all staff and pupils of The Denbigh Alliance Trust, and any other users of the buildings or facilities, including other affiliated companies within the organisation. Its objective is to set out the direction for health and safety throughout the Trust and to demonstrate the trust's commitment to health and safety.

## **2. ROLES**

### **The Trust Governance Structure**

All staff have a responsibility to do all they can to make sure the Trust academy premises are safe places as follows:

#### **2.1 The Board of Trustees**

- Ultimate, strategic accountability for all aspects of health and safety within the Trust
- The board is accountable as the corporate body and serve as the employer as defined in law
- The board of trustees are responsible for setting and regularly reviewing overall policies for health and safety
- Ensures adequate resources are made available for the discharge of the employer's health and safety obligations.
- A clear policy and procedure are in place and sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment.
- Provides challenge and monitors implementation of health and safety arrangements for all of the Trust Schools.

#### **2.2 The CEO**

- Overall responsibility for health and safety throughout the trust and will ensure that the policy is implemented.
- The CEO will ensure that trustees are kept informed of and are alerted to relevant health and safety issues.
- Competent health and safety advice is procured and readily available for the academies. Following the requirement of the Management of Health and Safety Regulations 1999 to ensure that the Trust has a 'competent person' role for health and safety guidance, compliance monitoring, auditing, policy setting, and to give assurance for statutory compliance. A minimum standard is Chartered level of IOSH with specific educational health and safety management of at least 10 years with relevant updated CPD and memberships of professional health safety fire associations.
- Appropriate training is available to all trust staff.
- Has a monitoring role of legal health and safety compliance for all schools within the Trust.
- Must have an escalation process of all uncontrolled risks, high risks concerns and non-compliance that will be reported up via the school management, assessed and reviewed with the Trust appointed 'competent person' with immediate action taken to ensure risks are controlled in a timely and appropriate manner.

- Has the authority to instruct all Headteachers and any academy staff to act on recommendations.

### **2.3 Local School Board**

- Appoints an LSB member to have specific responsibility for health and safety in the school and reporting to full LSB as appropriate.
- Monitors, supports, and challenges the health and safety performance at the school.
- Will have a key monitoring role in school health and safety compliance.
- Will have a key monitoring role in school health and safety performance, this includes a review and action of all health and safety audits and will review Headteacher health and safety reports on a regular basis that includes accident data, near misses, building compliance and controls of risk.

### **2.4 The Trust Facilities / Estates Co-ordinator** is responsible for the Trust school estates by:

- Leading on the requirements of CDM 2015 regulations that includes the appropriate selection and monitoring of approved Trust contractors.
- Leading on Trust wide building projects.
- Report the status of school's statutory compliance to the Operations Committee.
- Communicating with schools for all school estates management and has an overall policy and governance duty to ensure the school have a management procedure in place to ensure the school buildings are safe and legally compliant with the appropriate local and external works being completed to the required standards.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Oversight of operational performance and reporting to Trustees.

### **2.5 Headteacher**

- Responsible for health and safety performance within the school
- Responsible for ensuring health and safety policies are applied and for statutory compliance.
- Will seek professional competent health and safety guidance from the Trust appointed lead competent person.
- Responsible for school closure due to H&S issue (in consultation with CEO).
- Ensures that all staff within their school have received sufficient training, information, instruction, and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner.
- Responsible to ensure that all risk assessments are completed and updated, managed and monitored.
- Responsible for reporting on health and safety matters to the LSB.
- The policy and other appropriate health and safety information is communicated to all relevant people including contractors.
- Health and safety matters are given due consideration with other commitments and form an integral part of their activities.
- Consultation arrangements are in place for staff and their trade union representatives (where appointed).
- Effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing external inspections and risk assessments and implementing required actions.

- They arrange practice evacuations as well as having specified roles in the Emergency Response Plan and the Academy Emergency Response Team.
- May delegate some health and safety responsibilities to a Health and Safety Coordinator.

## **2.6 The Senior Leadership Team**

- Will monitor the health and safety of the school to assist the Headteacher in the day-to-day statutory framework of health and safety management
- Ensures that local management and monitoring is in place to ensure the building and activities taking place are safe at all times.
- Ensures that risk assessments are completed and up to date and that staff are fully consulted and participate in the development and awareness of school hazards and risk control measures.

## **2.7 School Business Manager/Operations Manager**

- Monitor key premises and estates staff to ensure appropriate local building management is achieved and a level of compliance monitoring is achieved.
- Will have a proactive approach to managing and reviewing contractor health and safety competence and will ensure a performance evaluation is actively assessed throughout the use of school contractors.
- Delegated responsibility to ensure the school has the appropriate risk assessments in place and kept up to date.
- To ensure that the school is legally statutory compliant.
- To ensure that the premises staff are trained and have a continued professional development plan in place to enable them to effectively manage and maintain the school statutory compliance.
- To have a recorded Health and Safety monitoring programme in place that includes weekly, monthly, termly site inspections.
- To ensure that all areas of legal building statutory compliance are managed and monitored with all appropriate actions completed from services/inspections/audits within the allotted timescales.
- To have regular meetings and a monitoring system of compliance and escalate any high risks to the Headteacher immediately.
- To seek the professional health and safety advice from the Trust competent person.
- To complete reports to the Headteacher on the status of compliance including accident, audit, building, risk assessment compliance on a regular basis and to implement corrective actions for all non-conformities.
- Ensure that records of risk assessments are available for inspection and audit purposes.

## **2.8 The Site Facilities team**

- Carry out statutory compliance requirements and service schedules within the required timescales for servicing.
- Carry out necessary work to ensure that the premises, buildings, and outside areas are clean, secure, and maintained in as safe a condition as reasonably possible.
- Have specific roles and responsibilities for inspections, testing, maintenance, repairs and making safe identified defects and a key role in the Emergency Response plan.

- Ensure that new premises site team are fully aware and inducted to the premises risk assessments and safe systems of work.
- Ensure that the building fire exits are always unlocked and available when the building is open.
- Manage and carry out regulatory statutory compliance requirements.
- Update site risk assessments, service documents and statutory compliance records and ensure they are available for inspection and audit purposes.
- School premises, plant and equipment are maintained in a safe and serviceable condition.
- Ensure that all contractors are inducted and managed whilst on the school site, and that a pre-assessment of their work is completed such as reviewing their risk assessments and method statements/construction phase plans where necessary before they come to site and have a performance evaluation role for contractors working on site.

**2.9 Department Leaders** should monitor implementation by other staff in their teams; participate in and contribute to wider evaluation and audit of health and safety. Ensure that local risk assessments, health and safety procedures are in place, shared with relevant staff, managed and monitored.

**2.10 Departmental Technicians** (Science, Design and Technology, Art and PE) have specific responsibilities for ensuring that their areas of work are operated safely. They will carry out workplace inspections, will ensure safe working practices and will maintain equipment in a safe condition.

**2.11 School first-aid leads** have a responsibility to ensure that the DFE managing pupils with medical needs requirements are followed and achieved. This includes the implementation of care plans, Personal Emergency Evacuation Plans (PEEPS) and specific pupil profiles in place, managed and monitored.

**2.12 All staff** have a role to play within Health and Safety within the trust and should familiarise themselves with the Health and Safety policy, arrangements and procedures. Keep up to date with changes in policy and procedures and report health and safety matters to their line manager.

Under the Health and Safety at Work etc. Act 1974 all staff (including volunteers, students on work experience and temporary staff) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions:

**All employees have responsibility to:**

- Always comply with the Trust's Health and Safety Policy and procedures
- Report all accidents, incidents and near misses in line with the academy's reporting procedure.
- Co-operate with and support management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Take part in health and safety training and development and health surveillance programmes, as required.

- In conjunction with the Trust's Dress Code Policy, staff must ensure suitable PPE is worn at all times where relevant.

**All staff employed at The Denbigh Alliance have a duty to comply with this policy.**

### **2.13 Pupil Health and Safety**

Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

Pupils are expected:

- To exercise personal responsibility for their safety and that of their classmates.
- To observe standards of dress consistent with safety.
- To observe all the appropriate academy safety rules and codes of conduct, in particular the instructions of teaching and non-teaching staff given in an emergency situation.
- To use and not wilfully misuse, neglect or interfere with things provided for their safety.

## **3. OPERATION**

The trust will ensure that the policy operates in the following way:

- The CEO will ensure that organisational arrangements are in place for all staff, including consultants.
  - The trust will ensure that suitable clauses to highlight health and safety responsibilities will be included in all employee contracts. Performance management will be used to identify health and safety training needs and to monitor competency.
  - The trust will procure competent, external health and safety advice to support all academies
  - The trust will commission annual health and safety audits to review performance.
  - In addition:
    - The health and safety policy and all associated information will be available on all academy websites.
    - Staff will be informed about health and safety by their SLT lead person via ongoing briefing sessions.

## **4. MONITORING AND REVIEW**

Health and safety monitoring is a line management function. In addition, the trust will measure performance through audit, inspection and incident / accident reporting.

Trust leaders and the trust board will review performance on a formal and regular basis.

This policy and key Denbigh Alliance health and safety procedures will be reviewed annually or more frequently where required. The impact and effectiveness will be determined through annual audit.