



**GREENSHAW**  
LEARNING TRUST

A photograph of a young girl with blonde hair in pigtails, wearing a dark blue school sweater over a white collared shirt and a red and blue plaid skirt. She is sitting on the floor, looking up and to the right with a smile. In the background, other children in school uniforms are visible, some looking towards the camera. The image is partially covered by a large green diagonal overlay.

# **Greenshaw Learning Trust Health and Safety Policy**

**ALWAYS  
LEARNING**

# Greenshaw Learning Trust

## Health & Safety Policy

July 2022

Reviewed Sept 2023

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Policy statement

## **Part A**

### **1.1. Application**

This GLT Health & Safety Policy applies to the Greenshaw Learning Trust as a whole and to all the schools in the Trust and the Trust Shared Service, in accordance with and pursuant to the Communications Policy of the Greenshaw Learning Trust. The Greenshaw Learning Trust, including all the schools, their Trustees, governors and staff, must abide by this GLT Health & Safety Policy.

This Policy is subject to the Trust's Scheme of Delegation for Governance Functions. If there is any ambiguity or conflict, then the Scheme of Delegation takes precedence.

In implementing this policy and associated policies and procedures the governing body, Headteacher and school and Trust Shared Service staff, must take account of any advice or instruction given to them by the GLT Health & Safety and Compliance Manager, the GLT CEO or Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this Policy, the GLT Health & Safety and Compliance Manager should be consulted.

### **1.2. Approval and review**

Maintenance of this Policy is the responsibility of the GLT Health & Safety and Compliance Manager.

- This Policy was approved by the Board of Trustees on: 22 July 2022.
- This Policy was reviewed in September 23 and minor amendments made consequent to the appointment of a GLT Health & Safety and Compliance Manager.

### **1.3. Terminology**

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school within the Greenshaw Learning Trust.
- Headteacher means the headteacher or principal of the school.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Governors and Trustees includes governors, Trustees, non-governor members of Trust Committees and members of the Trust Panel.
- Governing Body means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions relating to the governance of the school.
- Member of staff means a person employed under a contract of employment with the Trust.
- Volunteer means a person working in the Trust / school or with children on the roll of a Trust school without payment but under some form of agreement with the Trust or school; volunteers are covered by the category of 'staff' unless explicitly stated.

- Visitor means a casual visitor to and/or user of the Trust / school premises, including people working with children on a voluntary basis not covered by the category of formal 'volunteer'.
- Contractor means a person working in Trust / school premises under a formal contract between the Trust / school and an external organisation.

In this policy references to the Greenshaw Learning Trust will be read as including the Greenshaw Learning Trust shared service and all schools in the Greenshaw Learning Trust. References in this Policy to a school in the Trust should also be read as the Trust Shared Service for services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a Headteacher and/or Governing Body. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher and Governing Body should be read as the GLT CEO and the Trust Shared Services Committee respectively.

#### 1.4. Responsibilities

The following persons and bodies have a role in ensuring compliance with this Health & Safety Policy and its associated Procedures and providing and maintaining the Trust's schools and services as safe places to work and to learn, in accordance with and as specified in the GLT Health & Safety Procedures.

It is the responsibility of the Governing Body and Headteacher of each school, and the Board of Trustees and GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff adhere to this GLT Health & Safety Policy. In implementing this Policy the governing body, Headteacher and Trust staff must take account of any advice given to them by the GLT Health & Safety and Compliance Manager, GLT CEO and/or Board of Trustees; and must seek and take heed of the advice and guidance of the GLT Health & Safety Advisors.

The **Board of Trustees** has the ultimate responsibility for the health and safety of the Trust.

The School's **Governing Body** has been given delegated responsibility for the oversight of the Health and Safety of the school.

The **GLT Chief Executive Officer (CEO)** has overall responsibility for ensuring compliance with health and safety legislation in the day to day running of the trust:

William Smith. Email: [wsmith@greenshawlearningtrust.co.uk](mailto:wsmith@greenshawlearningtrust.co.uk), telephone: 07841 696922.

The GLT Health & Safety and Compliance Manager has special responsibility for the maintenance and implementation of the Trust's Health & Safety Policy and Procedures:

Jim Stokes. Email: [jstokes@greenshawlearningtrust.co.uk](mailto:jstokes@greenshawlearningtrust.co.uk) , telephone: 07873 232788.

The **Headteacher** of each school has been given delegated responsibility for health and safety in their school.

Each Headteacher will appoint:

- A **School Health & Safety Lead** to be their point of contact for health and safety matters, for monitoring and reporting, and for liaison with the GLT Health & Safety and Compliance Manager, in relation to the GLT Health & Safety Policy and Procedures.
- A **School Premises Manager** to take delegated responsibility for operational matters relating to estates/facilities in accordance with the GLT Health & Safety Policy and Procedures.

The names and contact details of these postholders must be provided to the GLT Health & Safety and Compliance Manager, and will be made available on the school website or by contacting the school.

**Heads of Department** and **Heads of Service** have responsibility for the health and safety of staff in their department / service, and to actively lead the implementation of the Health & Safety Policy in their department / service.

**All Trust staff** must comply with the GLT Health & Safety Policy and Procedures and take reasonable care of their own safety and the safety of others affected by their actions.

**Students** must be aware of their own and others' personal safety in any of the trust's activities, both on and off site; they must co-operate with their teachers on health and safety matters and report all health and safety concerns to a teacher.

**Visitors** to Trust premises must be aware of their own and others' personal safety in any of the trust's activities, both on and off site; they must co-operate with Trust staff on health and safety matters and report all health and safety concerns.

All **contractors** working with or for the Trust or its schools must comply with the GLT Health & Safety Policy and Procedures.

All **Trustees, governors, paid and unpaid staff and volunteers** of the Trust and its schools, and all **contractors and other people using or visiting** any of the premises of the Trust or its schools, must follow the GLT Safeguarding Policy.

**GLT Health & Safety Advisors:** Worknest: 0345 226 8393.

**Worknest** are the Trust's appointed Health & Safety advisors. **Worknest** fulfils the role of 'Competent Person', providing advice and guidance to the Trust on health and safety issues.

The **GLT Joint Consultative Health & Safety Committee** is the joint management / staff-side consultative body of the Trust for health and safety matters, made up of representatives of the Board of Trustees, the Trust senior executive and representatives of Trust staff.

### **1.5. Associated policies and procedures**

The following Trust procedures are an integral part of this GLT Health and Safety Policy:

- GLT Health & Safety Procedures
- School First Aid Policy

If there is any ambiguity or conflict between this policy and any of these associated procedures, this GLT Health & Safety Policy takes precedence.

The following Trust policies and procedures are directly related to and complement this GLT Health & Safety Policy:

- GLT Safeguarding Policy
- GLT HR Policy and Disciplinary Procedures
- GLT Staff Code of Conduct

#### **1.6. School and Service Health & Safety Policies and Procedures**

Each school in the Greenshaw Learning Trust and the Trust Shared Service must follow this GLT Health & Safety Policy and the associated GLT Health & Safety Procedures.

Each Headteacher, and the GLT Health & Safety and Compliance Manager for the Trust Shared Service, must complete and maintain a School/Service Schedule to the Health & Safety Procedures that will identify school/service-specific post holders and contacts as required by this Health & Safety Policy and the Procedures; the school/service may not otherwise alter the Health & Safety Procedures.

Each school and the Trust Shared Service will hold a copy of the GLT Health & Safety Policy and Procedures along with their school/service Schedule, and will make them available to all school staff and to contractors and volunteers as appropriate.



## Part B

### 1 Policy statement

1.1 The Board of Trustees of the Greenshaw Learning Trust recognises that it has a legal duty of care towards protecting the health and safety of its employees, students and others who may be affected by the Trust's activities.

The Trustees of the Greenshaw Learning Trust and the governors of its schools have a responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

The Board of Trustees acknowledges and accepts a level of controlled risk in the interest of students' education and development and recognises that in exposing students to controlled risks, it will enhance the students' learning and equip them with these vital skills for the future.

1.2 It is the Board's policy to ensure that every reasonable step is taken to prevent injury and ill-health to all personnel by protecting individuals from hazards at work. This includes students and visitors to the school.

This is achieved by:

- Assessing and controlling risk as part of the day-to-day management of Trust and school activity.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the Trust and its schools and during out-of-school activities.
- Monitoring and reviewing the health and safety policies and procedures as Trust and school activities and associated risks change.

1.3 In order to discharge its responsibilities, the Board of Trustees has given delegated responsibility to the GLT CEO and Headteachers of the schools in the Trust to ensure that:

- This Policy and associated Procedures, and any changes to them, are brought to the attention of all members of staff.
- Risk assessments are regularly carried out and reviewed to identify proportionate and pragmatic solutions to reducing risk.
- Members of staff are communicated with and consulted on matters affecting their health and safety.
- All relevant legal requirements, codes of practice and regulations at International, National and Local levels are complied with.

- Risks to health and safety are eliminated, where possible, through selection and design of materials, buildings, facilities, equipment and processes.
- Staff are enabled and encouraged to identify and report hazards so that they can contribute towards improving safety.
- Emergency procedures are in place at all locations for dealing with health and safety issues.
- Trust premises, plant and equipment are maintained and kept safe.
- Only contractors who are able to demonstrate due regard to health & safety matters are engaged.
- Adequate resources are provided to control the health and safety risks arising from the Trust's activities.
- Adequate information, instruction, supervision and training is provided to ensure that all staff are competent to do their tasks.
- Performance and policies and procedures are regularly monitored and reviewed to ensure compliance with this Health & Safety Policy and to pursue a programme of continuous improvement.

1.4 This Health & Safety Policy and its associated Procedures will be reviewed at least annually and revised as necessary to reflect any changes to Trust activities and to legislation.