LDST
Liverpool Diocesan Schools Trust

Health and Safety Policy

OUR TRUST PRAYER

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning,
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.

Amen

Contents

1. INTRODUCTION 4
2. HEALTH AND SAFETY OBJECTIVES 4
3. ORGANISATIONAL ROLES AND RESPONSIBILITIES 5
4. SPECIFIC ARRANGEMENTS 10
APPENDIX A – POLICY REVIEW AND REVISION SCHEDULE 13

1. INTRODUCTION

1.1 This policy defines the means by which the Liverpool Diocesan Schools Trust (the Trust) endeavours to provide and maintain a working environment that ensures the health and safety of its employees, pupils, contractors and visitors.

1.2 The policy is applicable to all Liverpool Diocesan Schools Trust Employees, pupils, contractors and visitors.

1.3 We recognise that the success of this policy, which will be reviewed at least annually, 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.

2. HEALTH AND SAFETY OBJECTIVES

2.1 So far as reasonably practicable, the Trust will:

- Effectively control health and safety hazards and 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 (1999) and all other relevant health and safety, and fire safety regulations.
- Take a pragmatic and appropriate approach and prioritise according to risk. It is appreciated that risk cannot be eliminated but they will be managed to expose and control hazards as far as possible.
- 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 through risk assessment and mitigation, and wherever possible, eliminate or minimise the impact of the risk.
- Ensure our health and safety arrangements are balanced, proportionate and sensible.

2.2 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.

3. ORGANISATIONAL ROLES AND RESPONSIBILITIES

3.1 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 Headteacher and the Local Governing Body.

3.2 It should be noted that:

- 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.

3.3 **The Board of Directors and Chief Executive Officer** will provide leadership in delivering compliance with the relevant statutory requirements and the objectives 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.

3.4 **Local Governing Bodies and Headteachers** 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 competent person provided by the Trust.
- Ensure that recommendations made by the competent person are monitored and implemented within the recommended timeframes.
- 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.

3.5 The **Trust Estates Lead** will:

- Coordinate the overall position on compliance with H&S requirements by each school through information provided by the Trust's specialist H&S advisors.
- Report reguarly to the Chief Operating Officer on the status of each school's H&S position including compliance.
- Support schools to implement necessary actions within school as they pertain to the overall school estate.
- Collaborate with other central team colleagues to support school to implement necessary actions across other areas of school activity.
- Provide advice and guidance to school within their sphere of knowledge and seek out relevant specialist advice as required.

3.6 **Lead Persons** within each school are those with specific health and safety responsibilities commensurate with their responsibilities for the organisation or control of any activity, operation or function and the extent of any associated risk. Lead Persons will:

- Manage health and safety in accordance with statutory requirements and relevant Trust and School policies 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 the competent person.

Lead Persons will also provide arrangements to ensure:

- Work operations are safety planned, conducted and risk assessed.

- Employees are provided with appropriate information, instruction, training and supervision.
- Employees are provided with the necessary Personal Protective Equipment (PPE) and other safety equipment.
- Risks associated with premises, plant, vehicles, equipment, activities and substances are minimise.

3.7 **The Trust's specialist Health and Safety advisors** are appointed by the Trust and will:

- Operate as the Trust's appointed 'Competent Person' in accordance with the Trust's duties under the relevant regulations. The purpose of this role is to assist the Trust, its Directors and employees 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 other.
- Support management to provide appropriate health and safety leadership and governance.
- Represent the Trust in dealings with the Health and Safety Executive (HSE), Fire Authority and other regulators.
- Support the Trust to fulfil its obligations in relation to health and safety consultation with employees.

3.8 **All Employees** have a part to play in helping the Trust to achieve its health and safety objectives. All employees have the responsibility 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 affective by work related stress.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Make use of any PPE 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.

4. SPECIFIC ARRANGEMENTS

4.1 The following specific arrangements will be put in place to support Directors, Governors, Headteachers and Employees to fulfil their responsibilities:

- Directors/Trustees and the CEO will review progress of health and safety objectives at the termly meeting of the Audit Finance and Risk Committee Meeting. Directors/Trustees and the CEO will receive notification of any RIDDOR reportable events at each meeting of the Board of Directors.
- Each school will be provided with a specific Health and Safety Policy which includes specific management arrangements for various aspect of relevant Health and Safety legislation and regulation, and guidance for reporting and escalation of health and safety issues.
- Regular visits each year from the Trust's specialist Health and Safety advisors (competent person) including an annual audit of health and safety compliance.

- The local governing body or designated sub-committee will have specific responsibility for oversight of health and safety within each school.
- A system for the communication of health and safety information both internally and externally across the Trust.
- Training as necessary to discharge their duties in respect of health and safety.

4.2 The following arrangements will be set out in each school Health and Safety Policy:

- Visitors and Third Parties
- Safety Training
- Lone Working
- Refusal to Work on the Grounds of Health and Safety
- Accident, Incident and Near Miss Reporting
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Health and Safety (Consultation with Employees) Regulations 1996
- The Electricity at Work Regulations 1989
- The Personal Protective Equipment at Work Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005 (amended 2007)
- The Regulatory Reform (Fire Safety) Order 2005
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981
- Protection of Young Persons
- New and Expectant Mothers

- Violence and Aggression
- The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998
- The Dangerous Substances and Explosive Atmospheres Regulations 2002
- Occupational Health

APPENDIX A – POLICY REVIEW AND REVISION SCHEDULE

Review Schedule

Policy Author	Chief Operating Officer
Policy Approver	Board of Directors
Policy Name	Health and Safety Policy
Current Policy Version	2.5
Policy Effective From	1 February 2026
Policy Review Date	By 31 January 2028

Revision Schedule

Version	Revisions	By whom
1.0	Original document produced	Competent Person
2.0	Revisions and updates reflecting additional Board input and recommendations from internal audit review.	DFO
2.1	Minor revisions and updates	TCSD
2.2	Minor revisions and updates	TCSD
2.3	Minor revisions and updates	TCSD
2.4	Update to para 4.1 following internal audit recommendation	COO
2.5	Update to Section 3 to include responsibilities of the Trust Estates Lead	COO