



Oxford Diocesan  
BUCKS SCHOOLS TRUST

# Estates and Health and safety pack

Empowering our unique schools together



# OXFORD DIOCESAN BUCKS SCHOOLS TRUST

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**Be part of an exciting and growing MAT.**

**Be part of a family of schools growing into a community of schools.**

## OUR ODBST SHARED SERVICES OFFER TO YOU

The ODBST provides a range of high-quality services to support schools and help them to provide the best learning environment for their pupils and achieve efficiency improvements and cost savings. These shared services are available to all schools in the ODBST and are also offered to other schools and Trusts who need additional support.

The ODBST Shared Services are those services and functions of the Trust that are not contained within a school budget and are not the responsibility of a school headteacher and/or governing body, including:

- Functions and services required for the ODBST to fulfil its statutory responsibilities.
- Core shared services that the Board of Trustees has decided need to be consistent across the ODBST or are only done effectively as a single or trust-provided service.
- Trust-wide shared services that schools and the Board of Trustees have agreed collectively should be used by all ODBST schools and/or provided centrally.
- Functions and services provided by and through the ODBST Shared Service to one or more ODBST schools.
- Functions and services offered by and through the Trust Shared Service on a traded basis to schools outside the ODBST.

The Shared Services team consists of experts including school improvement, finance, human resources, estates, health and safety, clerking, and pupil support services. The team evolves to meet the needs of the ODBST's corporate responsibilities and of our unique schools.

A handwritten signature in black ink, appearing to read "Sulina Piesse".

Sulina Piesse  
Chief Executive Officer, Oxford Diocesan Bucks Schools Trust



## OUR ODBST ESTATES AND HEALTH AND SAFETY SERVICE TO YOU

A tailored approach for our schools.

The Shared Services Team provides operational support to support headteachers in carrying out their legal duties:

<b>Health &amp; Safety</b>	Provide a package of support for schools including arranging for an annual audit of health & safety, provision of the Smartlog software system to log health & safety and accident reporting as well as training and policy guidance. The team can also provide advice regarding specific issues including accident reporting, risk assessment (including Fire Risk Assessment), water management and asbestos.
<b>Compliance checks</b>	Guidance on operational policies and on request carry out compliance audit visits (covering areas such as site security and risk assessments) to schools using a checklist to quality review operations.
<b>Crisis Management</b>	A 24/7 emergency line and in the event of a crisis can provide operational and media support as appropriate. Assistance with Business Continuity arrangements is also available.
<b>Data Protection Officer</b>	Access to the Trust's data protection officer (DPO) who acts also on behalf of all the schools. This support includes training, policy guidance, subject access request, information requests and legal support on areas including data protection and GDPR. We will provide an annual checklist for the necessary data checks to be carried out and this should be completed each year.
<b>Risk Protection Arrangements (RPA)</b>	All ODBST schools are enrolled in the RPA. This provides the equivalent of insurance cover for academies, pupils and staff, and is provided by industry professionals on behalf of the Department for Education. The cost of providing this is £20 per pupil per annum which the ESFA deducts directly from your general annual grant. If you need to make a claim, please contact the central team in the first instance.
<b>Legal support &amp; advice</b>	Arrange for access to an expert legal team covering the full width of possible issues. School headteachers can access legal advice and support via the central team. We ask that schools notify the central team of any legal issues or complaints that arise at a school level within 24 hours.
<b>Premises</b>	Provide access to the ODBE building team, which includes a qualified building surveyor. On joining the Trust, a premises condition survey is produced, and assistance is provided to the school in the development of a 5-year maintenance strategy document. The Trust has access to the School Condition Allocation funding from government and the team, via consultation with the school headteachers, will produce an annual plan of works across the Trust's school estate. The team also provide advice to schools on building projects (both small and large) – such as advice regarding contractors, through to full project management of new schools.
<b>Procurement</b>	Support schools with procurement issues and plan to expand this service considerably over the next few years for all our ODBST schools to obtain best "value for money".
<b>Site Development</b>	Liaison with local authorities regarding expansions and changes to school premises in response to changes in local demographics (e.g. new housing development).



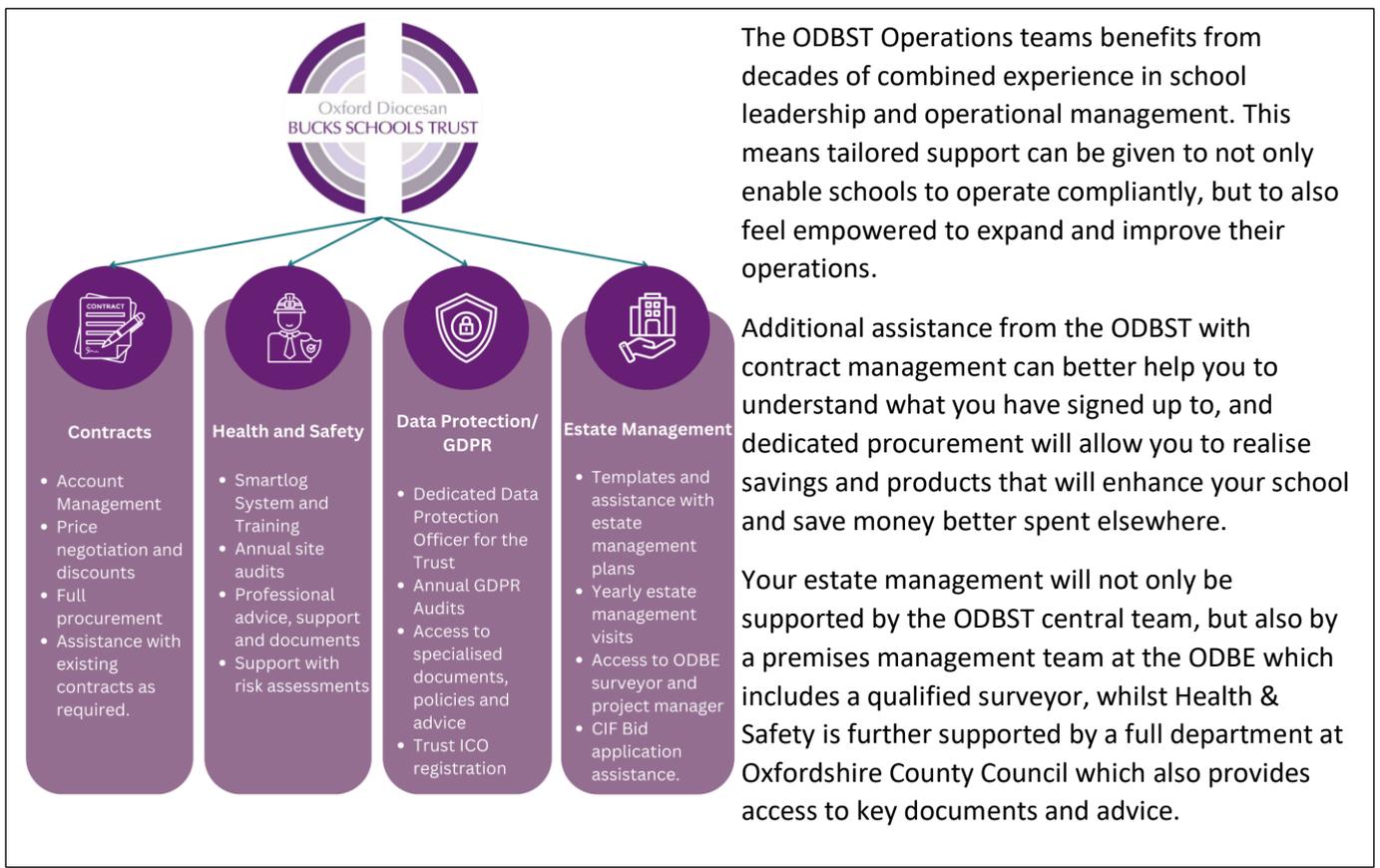
OUR ODBST ESTATES AND HEALTH AND SAFETY SERVICE TO YOU Continued.

It contains the following key information:

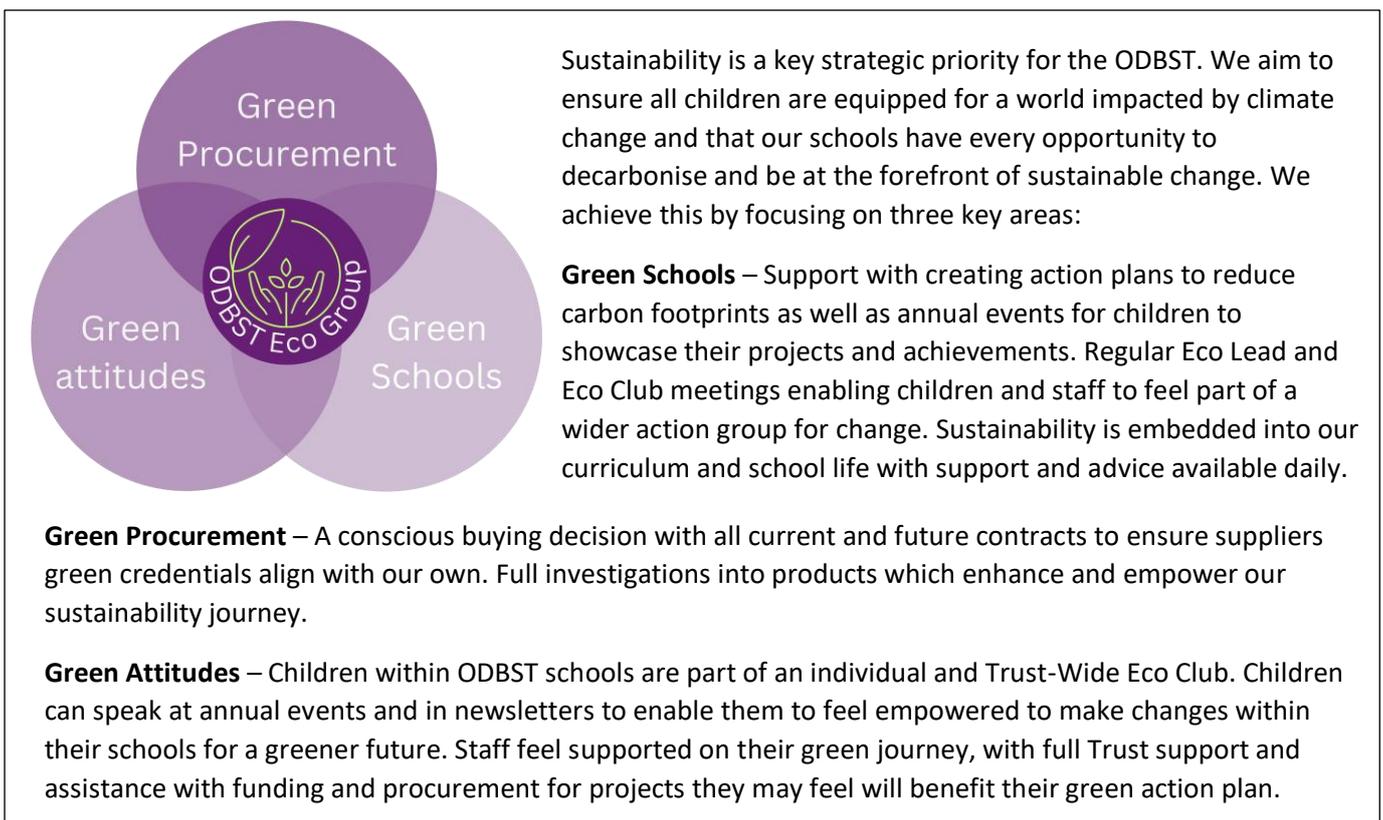
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Key guidance</li> <li>• Privacy Notices (Parent/Carer; Employee; Pupil)</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Practical guidance on risk assessment</li> <li>• Response to an incident or emergency in an ODST school</li> <li>• School lockdown</li> <li>• Incident reporting in schools (accidents, diseases and dangerous occurrences)</li> <li>• Health &amp; Safety checklist for classrooms</li> <li>• Health &amp; Safety Buy-Back</li> <li>• OCC Health &amp; Safety DVD library list</li> <li>• Ensuring schools are Covid secure</li> </ul>
<b>Site Maintenance</b>	<ul style="list-style-type: none"> <li>• Servicing and Maintenance Schedule for Schools</li> </ul>
<b>Building Work Funding &amp; Contractors</b>	<ul style="list-style-type: none"> <li>• Devolved Formula Capital (DFC) Funding</li> <li>• DFC Project Approval Form</li> <li>• School Condition Allocation (SCA) Funding</li> <li>• Contractor Management – Competency Assessment</li> </ul>
<b>General Operations</b>	<ul style="list-style-type: none"> <li>• Basic Calculation for Hall/Room Safe Occupancy Figures</li> </ul>



## OUR OPERATIONAL EFFECTIVENESS MODEL



## OUR SUSTAINABILITY PROMISE



## DEVELOPING SCHOOL STAFF

Within the operations team we work with staff from when the decision is made to join the Trust and continue to help them develop within their roles.

**Onboarding** – Initial visits to the school to with a checklist in place to discuss roles and responsibilities surrounding school operations. Identify any gaps in knowledge and arrange additional support and training as required.

**0-6 months** – Full suite of training provided on Smartlog for all members of staff including site managers and governors. An on-site health and safety inspection will be booked within this time to highlight any urgent actions that need to be taken, anything identified will be monitored and supported by the Trust to enable speedy rectification.

### **Ongoing –**

- Termly operations meetings run in conjunction with the HR department for responsible parties within the schools to discuss changes, updates and share best practice.
- Daily support available via phone, email and Microsoft Teams with the operations team, the health & safety department and ODBE premises support teams.
- Annual suite of training set by the ODBST with additional training available as required.
- Annual audits of GDPR, Health and Safety and Estate Management to enable targeted training and support.



## ESTATES AND HEALTH AND SAFETY FREQUENTLY ASKED QUESTIONS AND ANSWERS

### 1. What is the tender process for new contracts when a member of the ODBST?

For most new contracts, you will still be able to make the decisions locally. For larger Trust contracts where we can identify a need and saving opportunity, we will undertake a full tender on behalf of all schools including multiple quotes, negotiation, and supplier credential checks. Once a suitable contract is decided, we will then sign and set it up on behalf of all schools.

### 2. We want to do a large site project, how can the ODBST assist with this?

We can assist with filling in applications for funding, planning, or other services you may require. We also have full access to a surveyor and premises management team at the Oxford Diocese Board of Education who can project manage this for you as well as complete the tender and survey.

### 3. How does the ODBST team make sure our school is fully compliant with Health & Safety?

Health & Safety is one of the first things we address upon conversion. We will begin by reviewing your risk assessments and strategies as well as roles and responsibilities for this. All staff will be given a log-in to our full suite of training that is required annually, additional training may be provided for site managers where necessary. We book a full Health & Safety Audit to review every aspect from asbestos management to legionella and lone working. This enables us to quickly identify any gaps or training needs and ensure we can get a suitable process in place.

### 4. How does the ODBST ensure our school is compliant with GDPR and Data Protection Regulations?

Our Chief Operating Officer (Rachael Hollinshead) is the Data Protection Officer for all schools within the ODBST and she can provide expert advice and guidance on all matters relating to GDPR and data protection, including Subject Access Requests. All schools benefit from registration with the ICO upon conversion and we undertake a yearly GDPR audit with full templates and assistance provided to ensure compliance.

### 5. Does the ODBST help with Insurance?

Yes, we have a central contract for Risk Protection Insurance (RPI) and we can assist with any claims or queries you may have regarding this. We also have a central contract for staff absence insurance.

### 6. How does the ODBST operations team help our school to save money?

We understand that one of the main benefits of being in a Trust is to utilise group discounts that are available on larger scale contracts, which is why we have and continue to take advantage of this. We listen to individual school requests and requirements as well as analysing the biggest spends to see if it would be more beneficial to negotiate a larger scale contract and discount. The outcome of this is vastly reduced prices and minimal work required from the schools, freeing your time to spend elsewhere.



7. How does the ODBST operations team help our school to reduce their carbon footprint?

Sustainability is a key strategic priority for the ODBST, and we are years ahead of government targets with our work on this. We have a dedicated sustainability lead who regularly updates schools with regards to funding, opportunities and grants that may assist them on this journey to sustainability. Regular energy use analysis is also undertaken with new technology and systems that can assist being explored. We have an excellent relationship with Buckinghamshire Community Energy Groups whose aim is to decarbonise our schools.

8. Do you provide Operational Policies?

Yes, you will have access to all our policies through SharePoint.

9. What Trust level contracts do you already have in place?

We have contracts for: Energy, IT support and broadband, printing, MIS, Washroom products, CPOM'S, InVentry, compliance, Staff absence insurance, risk protection, financial products, single central record,



**Thank you for your interest in the Oxford Diocesan Bucks Schools Trust**

