

HEALTH & SAFETY POLICY

Prior Park School Gibraltar

Policy Owner Health and Safety Chair and Facilities and Resource Manager	Applies to Prior Park School Gibraltar	Superseded documents PPS Health and Safety Policy v3
Associated documents Health & Safety Manual (specific for each site) Safeguarding Policy Educational Visits Policy First Aid Policy Risk Assessment Policy	Review frequency Every year (unless the legislation/regulations update before this time) Implementation date 14 December 2022	Legal Framework HSE Department for Education Health & Safety at Work Act 1974 Management of H&S at Work Regulations 1999 KCSIE 2022

Contents

1. Introduction

2. Organisation

3. Responsibilities

- A. Local Board
- B. Head
- C. Director of Operations and Finance
- D. Chair of Health and Safety Committee
- E. Estates Director
- F. Head of Compliance
- G. Senior Leadership Team
- H. Educational Visits Coordinator (EVC)
- I. Facilities and Resource Manager
- J. Head of Support Services, Line Managers, Heads of Department, Lead First Aider and Heads of House
- K. Estates Teams (Maintenance, Grounds, Cleaning & Catering)
- L. External Health and Safety Advisors
- M. Health and Safety Committee
- N. School First Aid
- O. Staff and Visitors

4. Arrangements for Implementing the Policy

- A. General
- B. Health and Safety Assistance
- C. Child Protection
- D. The Management of Outdoor Education, Visits and Off-Site Activities
- E. First Aid and Mental Health
- F. Dogs
- G. Emergency Procedures (Fire Evacuation)
- H. Fire Alarms
- I. Health Surveillance
- J. Information and Communication
- K. Plant & Equipment
- L. Training
- M. Health & Safety Improvement Plan
- N. Health & Safety Monitoring
- O. Health and Safety Performance Review

5. Workplace H&S Manual - Schedule of Directives, Guidance and Specific Policies

- A. H&S General Guidelines and Risk Assessment
- B. Educational Visits and Student code of Conduct
- C. General Departmental Safety
- D. Accident reporting
- E. First Aid, Health and Wellbeing
- F. Fire Precautions
- G. General Workplace H&S Guidance

This policy is reviewed annually, or more regularly as required, prior to approval by Trustees, where applicable.

Last reviewed by:	PPSG SLT, Estates Director and Head of Compliance
Date last reviewed:	November 2022
Approved by Trustees:	Approved by SLT and Local Board
Date last approved:	13 December 2022
Date for next approval:	December 2023

1. Introduction

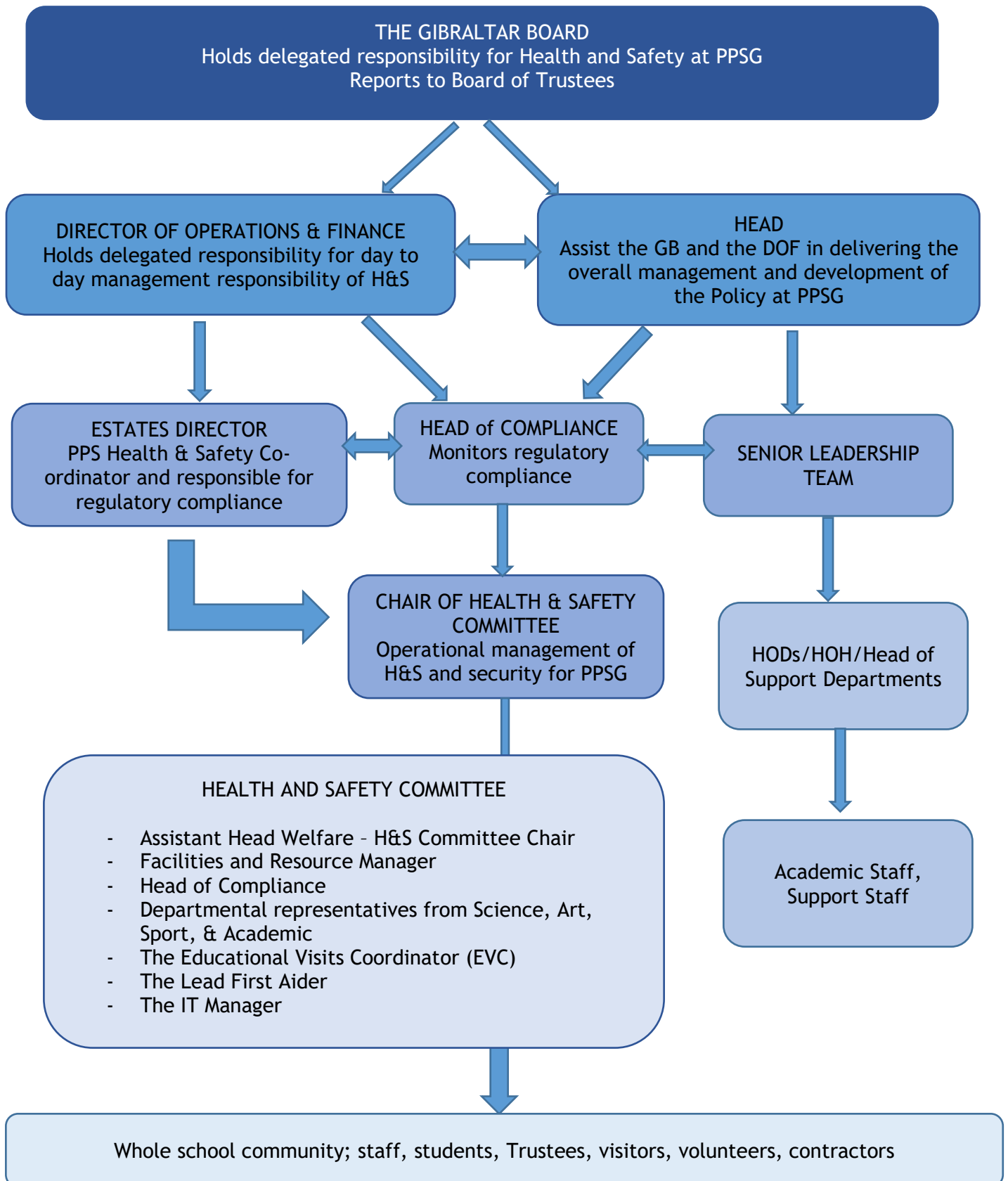
Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:
 Curiosity - Generosity - Courage

2. Organisation

ORGANISATION FOR HEALTH AND SAFETY



3. Responsibilities

A. Local Board

The Trustees have overall collective responsibility for Health and Safety within our Schools. They have a responsibility to ensure that Health and Safety issues are considered and addressed, and that the Policy is implemented throughout each school. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of Health and Safety to be met. Where appropriate, advice from a Competent Person will be sought to advise each school and tasks will be delegated to suitable employees in order to assist the Trustees in carrying out its duties. The Trustees will also complete Health and Safety audit checks when on site, in accordance with the Trustee's audit schedule.

B. Head

The Head will assist the Trustees in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of Health and Safety within each school. The Head will also report to the Trustees on Health and Safety performance and assist the Trustees in implementing changes in the Policy which the Trustees have approved.

C. Director of Operations and Finance

The Director of Operations and Finance has overall management responsibility for Health and Safety across the Trust.

D. Chair of the Health and Safety Committee

The Assistant Head Welfare will act as the PPSG Health and Safety Committee Chair whose duties will include:

- monitoring Health and Safety at the school and raising concerns with the Head, Facilities and Resource Manager and Estates Director
- chairing the school Health and Safety Committee, and managing any other sub-committees (as appropriate)
- meeting with the Head of Compliance and Estates Director for fortnightly compliance meetings to ensure all aspects H&S are covered
- maintaining an accident and near miss record and in liaison with the Facilities and Resource Manager
- liaising with the Estates Director and Facilities and Resource Manager when reporting notifiable accidents to the Health & Safety Executive
- completing scheduled audits and checks across all departments e.g. Risk Assessments, training, Fire Register etc
- ensuring H&S is included in all staff induction and annual H&S/Fire training is completed

E. Estates Director

The Estates Director will support the school with:

- advising the Head, Facilities and Resource Manager and DOF on maintenance requirements
- meet with the Head of Compliance and Chair of H&S Committee for fortnightly compliance meetings to ensure all aspects H&S are covered are covered
- compliance with the Construction (Design and Management) Regulations
- co-ordinating advice from specialist safety advisors and producing associated action plans

- liaise and advise the Chair of H&S Committee and the Head on reportable accidents and other required property compliance notifications to the Gibraltar Safety Board

F. Head of Compliance

The Head of Compliance (HOC) will:

- be responsible for ensuring the Staff Portal holds the most up to date policies, procedures, and guidance documentation.
- will be responsible for identifying, organising, and ensuring the safe storage of records for training.
- will work with the Chair of the H&S Committee to ensure all audits, risk assessments and other relevant documentation are updated and stored correctly in the Staff Portal.
- will work with the Chair of the H&S Committee to ensure policies and procedures are compliant for the school.
- meet with the Chair of the H&S Committee and Estates Director for fortnightly compliance meetings to ensure all aspects H&S are covered are covered
- will attend the school H&S Committee meeting (and any other relevant sub committees).
- will work with the EVC to ensure all documentation for trips and visits is compliant.

G. Senior Leadership Team

They will be responsible for ensuring that all required Health and Safety checks are performed by Heads of Department, Facilities & Resources Manager, Lead First Aider and Heads of House.

To maintain a register of students on site as detailed in the Safeguarding Policy.

H. Educational Visits Coordinator (EVC)

The EVC is responsible for ensuring all documentation in relation to trips and visits is completed by the group leader, before the trip or visit takes place.

The EVC is responsible for signing off the documentation as being fully completed and compliant in collaboration with the Head and Group Leader. (Further information about the role of the EVC can be found in the Educational Visits Policy and Handbook).

I. Facilities and Resource Manager

The Facilities and Resource Manager will support the H&S Committee Chair, the Head and Senior Leadership Team and the Estates Director in all things relating to Health and Safety.

J. Head of Support Services, Line Managers, Heads of Department, Lead First Aider and Heads of House

All Line Managers, Head of Support Services, Line Managers, Heads of Department, Lead First Aider and Heads of House will ensure, so far as is reasonably practicable, the Health and Safety of those affected by activities under their control. They are responsible for completing Health and Safety audits, in accordance with the Health and Safety audit schedule.

They are responsible for maintaining up to date risk assessments for areas under their control and ensuring that these are sent to the Facilities & Resources Manager at least annually. A comprehensive Risk Assessment Register can be found in the Risk Assessment Policy.

They shall be responsible for:

- Setting a personal example and fostering a positive culture towards health and safety.
- Ensuring that all those under their direct report understand and comply with this policy and that they are being effectively carried out and adhered to.
- Ensuring that those under their control complete all required general training in relation to H&S.
- Ensuring that those under their control complete all required specialised departmental specific training in relation to H&S.
- Ensuring that all those under their control understand and comply with the provisions for the use and maintenance of all safety/ personal protective equipment, first aid, fire and welfare facilities.
- Inspecting machinery, equipment and structures regularly and if there are faults, preventing access by any person to the defective apparatus until the faults have been rectified.
- Ensuring that employees are adequately instructed in the safe operation of equipment, machinery or apparatus.
- Communicating with all those under their control to ensure the distribution of Health and Safety information and attending any meeting as required in respect of Health and Safety.
- Ensuring that all under their control are given adequate instruction, information and training to carry out the Health, Safety and Welfare requirements and responsibilities delegated to them and are able to effectively implement safe systems of work.
- Arranging for incidents, accidents, near misses and dangerous occurrences to be reported.
- Ensuring that those under their control, including students, do not take unnecessary risks.
- Assisting the school in carrying out an identification of all hazardous activities carried out together with all hazardous substances used.
- Assisting the School in carrying out risk assessments of such activities and substances and producing safe systems of work to eliminate or reduce the risk of injury to the worker or any other persons who could be affected by the work activity.

K. Estates Teams

(Including but not limited to; under the direct line management of the Facilities and Resource Manager; Caretakers and Domestic Services. And where applicable the external catering contractors)

They will assist the Head with the implementation of the following:

- Building security
- Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate)
- Site traffic movements
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- Catering and cleaning functions

L. External Health and Safety Advisors

The Estates Director and Facilities and Resource Manager will arrange as appropriate for external consultants to advise on matters of Health and Safety within the school, this is done in liaison with the Head. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school annually.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Machinery used in the maintenance departments are serviced annually.

The school's adherence to Health and Safety in catering and cleaning is subject to external inspection by the Environmental Health Department.

The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or changes are made to the use of external areas or new buildings are bought or added.

In addition to the fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, are tested twice per year and extinguishers are tested annually by a qualified contractor.

The school has a suitable and sufficient risk assessment for legionella, which is updated every two years and a quarterly water sampling and testing regime in place with the scope for variations if necessary.

The school maintains an asbestos register and the Estates Director is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. [They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.]

The school's radiation protection supervisor (RPS) is responsible for liaison with the radiation protection advisor for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations [all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations].

All work on gas boilers and appliances is carried out by registered Gas Safe engineers.

All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually (where installed) and on a rolling 5 year programme for fixed electrical installations by a specialist contractor.

The requirements of the Construction (Design and Management) (CDM) Regulations 2015 are reviewed whenever construction projects are undertaken, and a Principal Designer and Principal Contractor/Contractor is appointed (as required) to ensure compliance with the Regulations.

M. Health and Safety Committee

The Committee will meet at least once each term and will be chaired by the Assistant Head Welfare

Minutes of each meeting will be circulated to and reviewed by the Trustees following each termly meeting.

The members of staff and departmental representatives on the Committee will vary depending on the judgement of the Committee Chair, but should include all or some of the following staff:

- H&S Committee Chair- Assistant Head Welfare
- Facilities and Resource Manager
- Departmental representatives from Science, Art, Sport, & Academic (as applicable)
- The Education Visits Officer
- Head of Compliance
- Lead First Aider
- IT Lead

The role of the Committee is to:

- Discuss matters concerning Health and Safety, including any changes to regulations
- Monitor the effectiveness of Health and Safety within the school
- Review accidents and near misses, and discuss preventative measures
- Review and update risk assessments
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the Health and Safety Policies (including but not limited to the Health and Safety Policy, Risk Assessment Policy, Fire Evacuation Policy, Accident and Near Misses Policy) and updating/approving them
- Assist in the development of safety rules and safe systems of work
- Monitor communication and publicity relating to Health and Safety in the workplace
- Encourage suggestions and reporting of defects by all members of staff.

N. School First Aid

The school's First Aid policy requirements will be achieved by the Lead First Aider:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements necessary for each school premises, with support from SLT. This will be reviewed periodically (at least annually) or following any significant changes that may affect first aid provision.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers of staff and students, and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring additional risk assessments are completed in line with the student cohort and their individual specific needs e.g. allergies, asthma, anaphylaxis
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

Additionally, the Lead First Aider will be responsible for:

- Maintaining school records in the Medical Module of iSAMS
- Ensuring the safe storage, dispensing and disposal of medication
- Keeping statistics and preparing summary reports for each School Health and Safety Committee, as required.
- Checking that all first aid boxes and eye wash stations are replenished.
- Signposting to professional external services when applicable
- Ensuring staff are aware of students with medical alerts e.g. AAI's, Allergies etc

Further information on the First Aid Provision at PPSG can be found in the First Aid Policy.

O. Staff and Visitors

The cooperation of all staff and visitors is essential to the success of the Policy.

The school requests that staff should notify the Facilities and Resource Manager of any hazards to Health and Safety which they notice and of any suggestion they wish to make regarding Health and Safety. Similarly, visitors should inform the school reception.

Staff are required to:

- follow the Health and Safety Policies, including Risk Assessment, Fire Evacuation, First Aid etc and confirm they have read and understood
- take reasonable care for the Health and Safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under Health and Safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by supervisors, managers, departmental heads or senior leadership staff
- use properly any Health & Safety related equipment, particularly where this personal protective equipment (PPE). Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable Health and Safety requests made by any of the persons named above in relation to the fulfilment of their duties
- complete training in specific areas when asked to do so

4. Arrangements for Implementing the Health & Safety Policy

A. General

PPSG's strategy for fulfilling its Health & Safety requirements is through the implementation of their Health & Safety Policy and this is made accessible to all staff through the PPS Staff Portal. PPSG aligns with this through the provision of Health & Safety procedures based on the relevant Codes of Practice, Guidelines and Statutory requirements.

Health & Safety procedures are regularly reviewed and improved to take advantage of best practice, learning from incidents (internally and externally) and changes in statutory requirements. All work of a potentially hazardous nature is subject to a risk assessment.

The implementation of the Health & Safety Policy is everyone's responsibility, with management and supervision at all levels leading the way. It follows the normal chain of responsibility and authority shown on organisational structure.

All staff with management or supervisory responsibilities should familiarise themselves with the Health & Safety Policy and ensure that their staff comply with all relevant Health & Safety legislation and instructions. If and where appropriate they wish to delegate any part of these duties to a colleague with special responsibilities for safety, they may do so, always remembering that ultimate responsibility still lies with that individual.

The Health & Safety policy is administered by the Senior Leadership Team(s) and their respective Heads of Department/Faculty who are responsible for the provision of a comprehensive infrastructure to support the Head and Governing Board in fulfilling their responsibilities. This infrastructure provides policies, procedures, Risk Assessments, information, advice, training and audits.

PPSG will strive for excellence and continual improvement, so far as is reasonably practicable, in the health, safety and welfare of its staff, students and visitors and others affected by its activities.

PPSG considers that health and safety controls are about the management of risk and not necessarily about the elimination of risk altogether. Health and safety controls are in place at each school in order to enable activities to be undertaken in a reasonable and safe manner and are not established to prevent activities, which may contain an element of controlled risk. A risk assessment-based approach to activities should be taken by staff to ensure that all activities are carried out in a safe way, so far as is reasonably practicable.

B. Health and Safety Assistance

PPSG may utilise the services of an external Health & Safety Consultancy Company to fulfil the role of Health and Safety Advisors and provide additional, specific advice, as required.

As required, PPCG will appoint a competent person to advise the Board of Trustees, the Senior Leadership Team and other School personnel on matters of health and safety, policy, management, good practice and legislation and to assist us in meeting our health and safety obligations. Any advisor will be required to have sufficient training, experience and knowledge or qualification to ensure that:

- Statutory provisions are met
- Senior Leadership Teams are guided on how the safety policy can be adhered to
- The policy remains accurate and relevant.

Working with the Estates Director and Director of Operations and Finance, who shall ensure that duties and obligations are discharged - “completeness”; the Health & Safety Advisors will augment where necessary such controls with regular quality assurance sampling and oversight to ensure appropriate rigour and standards are met - “quality”.

C. Child Protection and Safeguarding

PPSG fully recognises its responsibilities for child protection. The school strives to minimise risk; we are fully aware that child protection risk cannot be completely eliminated.

Every complaint, concern or suspicion of abuse from within or outside the school will be taken seriously and will be referred to the appropriate authority in line with the Safeguarding Policy.

D. The Management of Outdoor Education, Visits and Off-Site Activities

PPSG seeks to ensure that every student has access to a wide range of educational experiences. As part of this entitlement the school recognises the significant educational value of those visits and activities which take place away from the immediate school environment.

We aim to enable the school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, teamwork and the application of problem-solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and also understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health and safety and welfare of all participants on the Governing Body, Heads, Educational Visits Coordinator (EVC), Group leader, members of staff and volunteers, students and parents.

Visits should:

- provide opportunities to learn and develop
- provide opportunities to practice skills
- develop students' social skills.

This policy applies to and is provided for all employees and supervisors at our schools. It should be read in conjunction with the Educational Visits Policy and Handbook.

E. First Aid

PPSG maintains suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of trained First Aiders will be displayed throughout the workplace.

PPSG has an onsite First Aid room overseen by a Lead First Aider, the Health & Wellbeing Coordinator. In addition, Prior Park College has an onsite Health and Wellbeing Centre overseen by a Registered Nurse, from whom staff at The Paragon School and Prior Park Gibraltar can also seek assistance from.

For more information regarding First Aid please refer to the PPS First Aid Policy.

F. Dogs

Dogs are not normally permitted to be on the school site. However, for exceptional circumstances when dogs are permitted (e.g. special events) PPSG require all dog owners to be fully responsible for the behaviour of their dogs and restrictions apply across the school campus.

In all cases the owner is responsible for immediate clean-up of any waste or soiling left by the dog and for the full cost of repair of incidental damage caused by their dog.

Dogs must be under their owner's control at all times.

Staff are not entitled to bring their dogs to work during the normal working day. It is the staff members responsibility to ensure that they arrange suitable day care arrangements for their pets whilst they are working and this must not involve bringing their dog to work, regardless of circumstances.

A clear exception to this requirement is made for staff with registered assistance dogs. Any such arrangement shall be risk assessed by the SLT and HR, prior to the introduction. Any breach of this policy should be referred to a member of the Senior Leadership Team and may result in a clear instruction for the dog to be removed from site for Health, Safety and Welfare reasons.

G. Emergency Procedures (Fire Evacuation)

Emergency evacuation procedures are designed to give warning of imminent danger and to allow personnel to move quickly to a place of safety. The manager or faculty head in each department is responsible for ensuring that all employees and visitors within their area are informed of and are fully conversant with Emergency Procedures.

Fire marshals will be appointed for each area to assist with fire evacuation. They will be given adequate instruction and training to ensure effectiveness.

Full fire drills covering all areas of the site will be carried out at regular intervals on a termly basis and recorded. A list of trained Fire Marshals will be displayed throughout the workplace.

Full details can be found in the Fire Policy and Evacuation Procedure.

H. Fire Alarms

An audible siren or bell will be heard throughout the buildings and surrounding perimeter areas if the fire alarm is activated. The alarm will be raised and communicated to all employees and visitors within the vicinity to evacuate.

In the event an audible siren is not installed, another means of raising the alarm will be implemented and documented for that particular location. All staff, visitors and contractors will be informed of the alarm to ensure they recognise the notification (for example verbal shouting 'Fire' 'Fire', ringing a bell).

I. Health Surveillance

PPSG will ensure that health surveillance of individuals is provided against specific risks in accordance with statutory provisions, either where their risk assessment shows surveillance is necessary, or where it would be of benefit to maintaining the health, safety and welfare of staff at work for example; staff working with noise, extreme light and/or heat.

J. Information and Communication

PPSG will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory notices will be displayed throughout the workplace.

Health and Safety Committee Meetings will be held at regular intervals (termly), during which time matters arising in connection with health and safety will be discussed.

Where necessary, relevant Sub-Committees will be formed reporting into the respective H&S Committee on matters requiring specific expertise or detail examination (such as for Fire Safety). Sub-committees will also meet on a termly basis ahead of H&S meetings.

Health & Safety information is communicated by:

- Health and Safety Committee to Board of Trustees
- Head directly with Deputy Head(s)
- Director of Operations and Finance with H&S Committee
- Departmental Representatives and their staff
- Staff meetings and Senior Leadership team meetings

- Health & Safety Policy
- Health & Safety Notice Boards.

K. Plant & Equipment

The design, construction, operation and maintenance of all plant and equipment will conform to all statutory requirements and relevant Codes of Practice.

L. Training

All employees will receive a mandatory H&S induction prior to beginning work. Specific and relevant training sessions will be arranged for employees on Health & Safety topics, such as Risk Assessment, COSHH and Manual Handling, as and when required.

Departmental Representatives will liaise with the Estates Director, Facilities and Resource Manager and the H&S Committee Chair, when required, to organise specific Health & Safety training for individuals.

Employees engaged in potentially hazardous activities will have comprehensive training plans and records to ensure relevant competencies are established and maintained.

M. Health & Safety Improvement Plan

Using information and recommendations from the H&S Committee, the Head and the Senior Leadership team will evaluate and, where necessary develop and implement Health & Safety improvements, which will include:

- Lessons from injuries and incidents are learned and implemented ongoing changes in Standards and Guidelines are recognised and accounted for in local policies and procedures
- Procedures and practices comply with changing legislation
- Health & Safety targets are set and monitored reviewing the effectiveness of our health and safety policy, paying particular attention to:
 - the degree of compliance with health and safety performance standards (including legislation)
 - areas where standards are absent or inadequate
 - achievement of stated objectives within given timescales
 - injury, illness and incident data analyses of immediate and underlying causes, trends and common features.
- Managing health
- Sufficient resource is allocated to deal with Health & Safety issues

N. Health & Safety Monitoring

In order to measure compliance with this Policy, routine Health & Safety monitoring will be established and implemented across the school.

Monitoring will take the form of audits, samples, surveys, inspections and tours in all areas covering relevant Health & Safety issues.

Two key components of monitoring systems;

Proactive monitoring

To ensure we are achieving the objectives and standards we have set and are effective we will undertake Proactive monitoring, before things go wrong, which will involve regular inspections and checking to ensure that our standards are being implemented and management controls are working. Checks are taken and recorded on a monthly basis by the Maintenance Caretaker and Facilities & Resources Manager to be rectified locally or reported/escalated to the Estates Director.

Reactive monitoring

We will undertake Reactive monitoring, to learn from our mistakes and to provide opportunities to check performance, learn from failures and improve our health and safety management system. This will establish whether our failures in risk control resulted in any injuries and illness, property damage or near misses identifying in each case, why performance was substandard and will highlight areas where improvement is needed.

O. Health and Safety Performance Review

The school's Health & Safety Policy and performance will be reviewed annually, and any necessary updates will be made.

This strategy will be reviewed every year by the Board of Trustees, the Head and the Senior Leadership team and discussed at termly Health & Safety Committee meetings.

5. Workplace H&S Manual - Schedule of Directives, Guidance and Specific Policies.

The following operational manual includes a list of all documents relevant to this H&S policy which provide additional advice, guidance and planning on general school operations or specific information relating to the safe operation of Prior Park Schools.

H&S	Access by Students to Risky Areas
H&S	Accessibility Plan and Policy
H&S	CCTV Policy
H&S	Dogs and other animals on site Policy
H&S	Environmental & Sustainability Policy
A1	Health and Safety Policy
A2	General H&S Guidelines
A3	Risk Assessment Policy
A4	Risk Assessment Template
B1	Educational Visits Policy
B2	Educational Visits Handbook
C1	Safety in Science Department
C2	NA @ PPSG
C3	NA @ PPSG
C4	Safety in Art Department
C5	Safety in PE Department
C6	Safety in Drama Department
C7	Classroom & Teaching H&S Guidance (and classroom checklist)
C8	NA @ PPSG
C9	NA @ PPSG
C10	NA @ PPSG
C11	NA @ PPSG
C12	H&S Training Guidelines
C13	Safety in Catering
D1	Accident and Near Miss Investigation & Reporting Procedure
D2	Accident and Near Miss Reporting Form
E01	First Aid Policy
E02	Controlled Drugs Policy (off site residential)
E03	Controlled Drugs, Safe Use, Storage and Management Policy
E04	Infection Control
E05	Minor Head Injuries Policy
E06	Pandemic Flu Policy
E07	Minor Ailments Policy
E08	Dental Policy
E09	Management of Medical and Health Conditions
E10	NA @ PPSG
E11	Automated External Defibrillator
F1	Fire Policy
F2	Emergency Procedure (Fire Evacuation)
F3	Types of Fire and appropriate appliances
G1	Crisis Management Plan
G2	Adverse Weather Procedure and Policy
G2	Adverse Weather Procedure and Policy
H01	H&S Guidance for Schools

H02	Asbestos Policy
H03	Slips Trips and Falls
H04	Hot Work Guidance
H05	Working with MDF Guidance
H06	Control of Substances Hazardous to Health
H07	PPE Guidance
H08	Manual Handling
H09	Noise Safety
H10	Working at Height
H11	Water Quality and Legionella Control
H12	Sun Awareness
H13	Safety in Building Construction
H14	Electrical Testing
H15	COSHH Guidance
H16	New Plant and Equipment Safety
H17	Safety for Maintenance and Grounds Staff
H18	Tree Safety
H19	Wi-Fi Safety Guidance