

HEALTH & SAFETY TRUST WIDE STATEMENT OF INTENT

<p>Policy Owner</p> <p>Director of Operations & Finance</p>	<p>Applies to</p> <p>Prior Park Schools (Trust Wide)</p>	<p>Superseded documents</p> <p>Health & Safety Policy v3</p>
<p>Associated documents</p> <p>Health & Safety Policy (specific for each site) Safeguarding Policy Educational Visits Policy First Aid Policy Risk Assessment Policy</p>	<p>Review frequency</p> <p>Every year (unless the legislation/regulations update before this time)</p> <p>Implementation date</p> <p>14 December 2022</p>	<p>Legal Framework</p> <p>HSE Department for Education Health & Safety at Work Act 1974 Management of H&S at Work Regulations 1999 KCSIE 2022</p>

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

Last reviewed by:	Estates Director (Mr T Tootill), Director of Operations and Finance (Ms E Sandberg) and Head of Compliance (Miss E Wickham)
Date last reviewed:	November 2022
Approved by Trustees:	Board of Trustees
Date last approved:	9 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. General Statement of Intent

Excellence in the management of health and safety is an essential element within our overall organisational strategy - a good health and safety record goes hand in hand with high productivity and quality standards.

The PPS policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, students, parents, visitors, contractors, and members of the public who may be affected by any of our schools' activities.

We recognise that this is a regulatory policy. This policy and its effectiveness will be reviewed regularly by Trustees - at least annually - and will be amended as necessary according to the latest statutory guidance and advice. It follows the general guidance in the Departmental document for Health and Safety responsibilities and powers as detailed in the Organisation and Management DfES/0803/2001, (DfE-Department for Education) that clarifies responsibilities for Schools under existing health and safety legislation.

Supported by Trustees, each school is committed to ensuring that they comply with all relevant health and safety legislation and where it is reasonably practicable to do so, each school will strive to go beyond the requirements of legislation. To achieve this, each school will provide the necessary resources and will seek the cooperation of all its employees for the purposes of implementing this policy. Each school will ensure all employees are adequately trained and experienced to allow them to carry out their work safely and without risk.

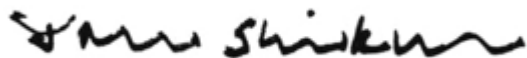
We are fully committed to an ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved in our schools. Complying with relevant legislation our general intentions are:

- Ensure that the health and safety responsibilities of all employees and students on behalf of the business, are clearly defined, allocated and understood.
- Encourage and enable all employees to carry out those responsibilities through an effective health and safety management system, with safe premises, and clearly defined processes.
- Enhance employee's capabilities to manage and work safely through education and training.
- Promote effective participation and involvement of all employees in the health and safety performance of PPS and the pursuit of a healthy and safe environment for all stakeholders.
- Monitor and review the effectiveness of health and safety deployment through termly Health and safety meeting, which shall be recorded and communicated to Trustees.
- To review and revise this policy at regular intervals.

The policy together with all guidance, procedures and risk assessments are held electronically and can be accessed by all staff via the Staff Portal. This ensures that the most up to date versions of all Health and Safety documents are available to all staff and students.

The Board of Trustees are committed to promoting the health, safety and welfare of everyone in our school community, so that effective learning can take place. We attach high priority to ensuring that all the operations within the school community both educational and support, are delivered in an appropriate and safe manner.

Signed:

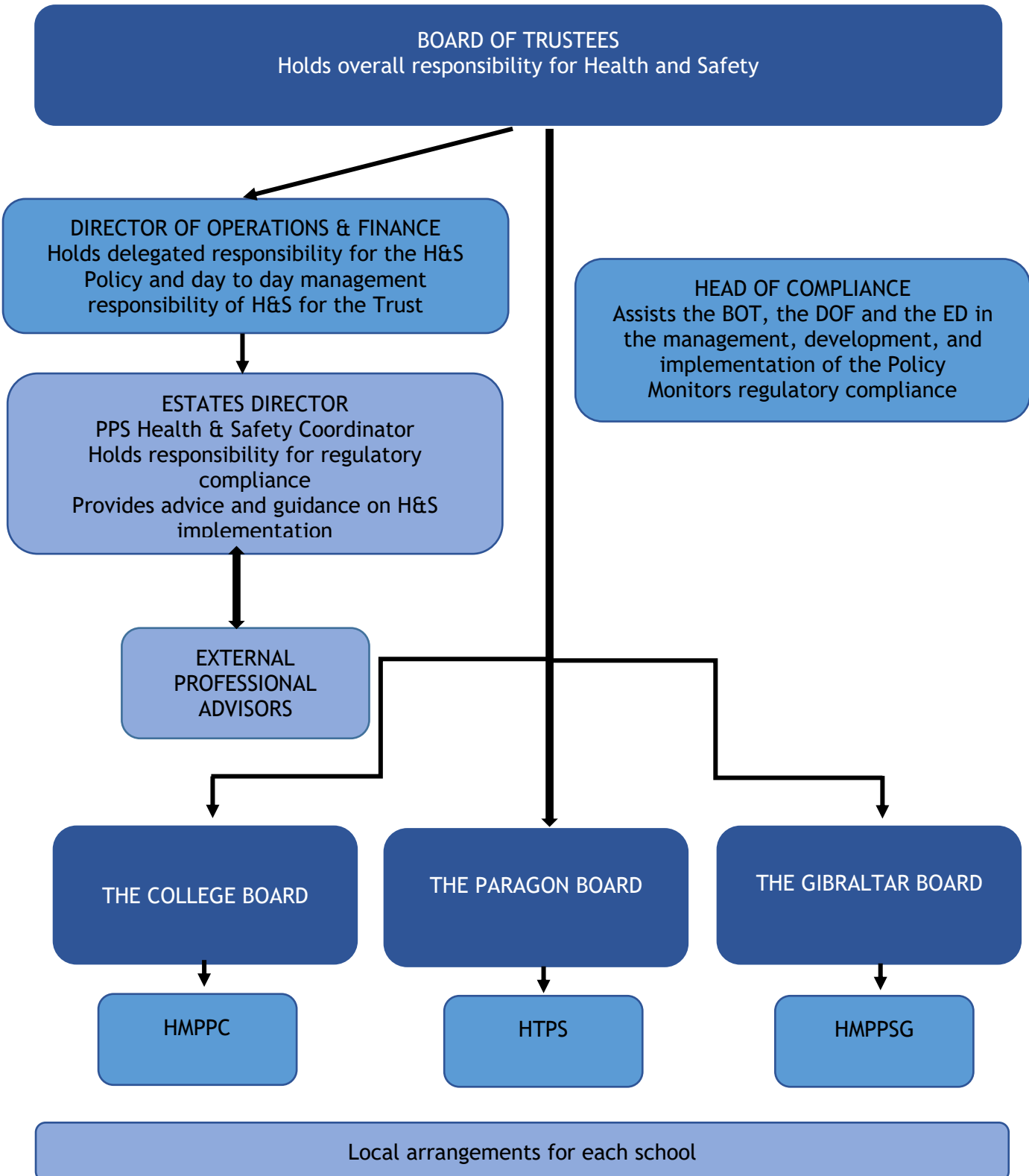


Mr John Shinkwin
Chair of Trustees
Date: 1 September 2022

3. Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring, and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

**PRIOR PARK SCHOOLS
ORGANISATION FOR HEALTH AND SAFETY**



4. Responsibility

A. Board of Trustees ("Trustees")

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. Director of Operations and Finance

The Director of Operations and Finance (DOF), in conjunction with the Estates Director (ED), will have day to day management responsibility for ensuring that, so far as is reasonably practicable, the arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

C. Estates Director

The Estates Director acts as the PPS Health and Safety Coordinator, whose duties will include:

- advising the DOF and Head/s on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- advising the schools on their individual circumstances via the H&S Committees
- monitoring H&S within each school and raising concerns with the Head and Senior Leadership Team(s)
- compliance with the Construction (Design and Management) Regulations
- meeting with the Head of Compliance (HOC) for fortnightly compliance meetings to ensure all aspects of ISI, NMS, COBIS and other regulatory areas are compliant, and termly for the Compliance and governance meetings

D. 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 Estates Director 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 each local H&S Committee to ensure policies and procedures are compliant for each school
- will attend each local H&S Committee meeting (and any other relevant sub committees)

E. Local Board

The Local Board holds delegated responsibility for Health and Safety at each relevant school.

The Local Boards receive reports from the Head and DOF and reports on to the Board of Trustees.

F. Head

The Head will assist the Local Board Trustees and the DOF in directing the overall management and development of their school's Policy.

G. Local Arrangements

Each PPS School has a site-specific H&S Policy to reflect the unique features of each school, including age range of students and for example, EYFS at The Paragon, Boarding at Prior Park College, and local legislation requirements in Gibraltar.

5. Arrangements for Implementing the Health & Safety Policy

A. General

Prior Park Schools 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. PPS 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. Appropriate risk assessments are considered for potentially hazardous work or activities.

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 for each of the Trust's schools.

All staff with management or supervisory responsibilities should familiarise themselves with the PPS 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 local arrangements for each school are reflected in the site-specific appendices to this policy.

B. Health and Safety Assistance

Prior Park Schools 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.

PPS may appoint a competent person to advise the Board of Trustees, the DOF or the Heads and their Senior Leadership Team/s on matters of health and safety, policy, management, good practice, and legislation and to assist us in meeting our health and safety obligations. Advisors must 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.

Any appointed person will work the PPS Estates Director and Director of Operations, 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

Prior Park Schools recognises its responsibilities for child protection. Whilst each school strives to minimise risk, they are aware that child protection risk cannot be completely eliminated.

Every complaint 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 Trust’s Safeguarding Policy.

The local arrangements for each school are reflected in the site-specific Safeguarding Policies.

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

Prior Park Schools offers all students access to a wide range of educational experiences.

The local arrangements for each school are reflected in the site-specific Educational Visits Policy.

E. First Aid and Mental Health

Prior Park Schools will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace.

The local arrangements for each school are reflected in the Trust Wide, First Aid Policy.

F. Dogs

The local arrangements for each school are reflected in the Trust Wide, Dogs and other animals on site policy.

G. Emergency Procedures (Fire Evacuation)

The local arrangements for each school are reflected in the site-specific Fire Policy and Fire Evacuation Procedure.

H. Fire Alarms

The local arrangements for each school are reflected in the site-specific Fire Policy and Fire Evacuation Policy.

I. Health Surveillance

Prior Park Schools will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining the health, safety, and welfare of the school community.

The local arrangements for each school are reflected in the site-specific appendices.

J. Information and Communication

Prior Park Schools 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.

The local arrangements for each school are reflected in the site-specific appendices.

K. Plant & Equipment

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

L. Training

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

Departmental Representatives will liaise with the Estates Director, Director of Operations and Finance and Head of Compliance, when required, to organise specific H&S 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

The DOF and the PPSSED, in liaison with Heads and their SLT/s, will routinely 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 reflected 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 all schools.

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.

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. Any legislative changes occurring prior to an annual review are incorporated as they arise.

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.

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

The local arrangements for each school are reflected in the site-specific appendices.

7. School specific policy links

[Prior Park College Health and Safety Policy](#)

[The Paragon School Health and Safety Policy](#)

[Prior Park School Gibraltar Health and Safety Policy](#)