

HEALTH & SAFETY POLICY

Prior Park College

Policy Owner Estates Director	Applies to Prior Park College	Superseded documents Health and Safety Policy v1
Associated documents Health and Safety statement of Intent Health & Safety Manual (specific for each site) Safeguarding Policy Educational Visits Policy Educational Visits Handbook First Aid Policy Risk Assessment Policy Accident, Near Miss and Dangerous Occurrences Policy	Review frequency Every three years (unless the legislation/regulations update before this time) Implementation date 18 October 2024	Legal Framework HSE Department for Education Health & Safety at Work Act 1974 Management of H&S at Work Regulations 1999 KCSIE

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

Last reviewed by:	Estates Director (Mr T Tootill) and Head of Compliance (Miss E Wickham)
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1. Introduction

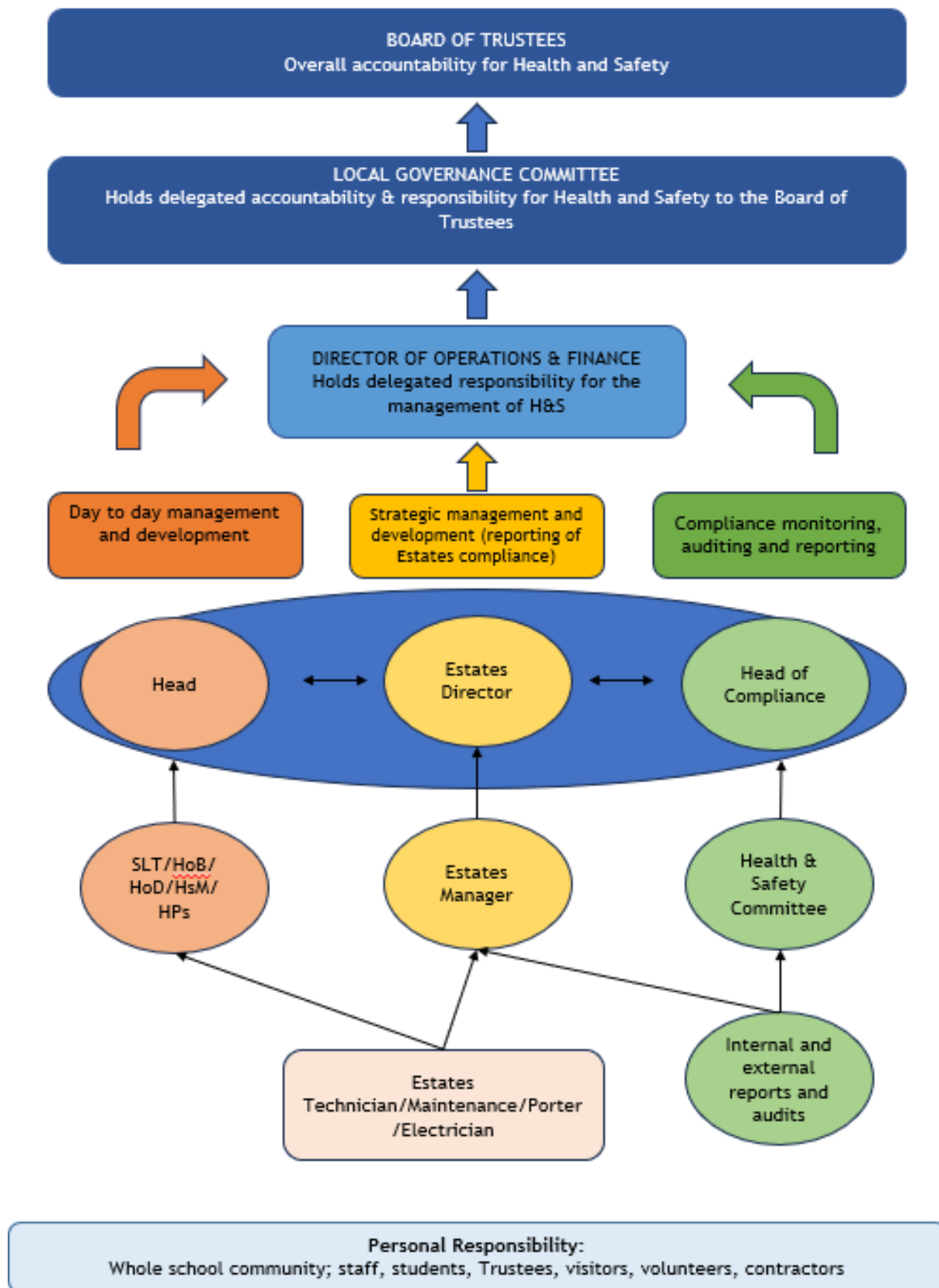
Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both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



3. Responsibilities

A. College Governance Committee

The Board of Trustees have overall collective accountability and responsibility for Health and Safety within our Schools. The Board of Trustees have delegated this to each school specific Local Governance Committee. 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 Local Governance Committee 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) will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

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

C. Head

The Head will assist the DOF in the overall day to day management and development of H&S and communicating the responsibilities associated with the management of Health and Safety within each school. The Head will work in conjunction with the Estates Director and Head of Compliance to ensure regulatory compliance is met at all times.

D. Estates Director

The Estates Director will assist the DOF and Head:

- advising on maintenance requirements, management and development
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring Health and Safety at the school and raising concerns with the Head and DOF
- compliance with the Construction (Design and Management) Regulations
- chairing the school Health and Safety Committee, and managing any other sub-committees (as appropriate)
- meeting with the Head of Compliance for fortnightly compliance meetings to ensure all regulations are met
- maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- completing scheduled audits and checks across all departments e.g. Risk Assessments, Training, Fire Register etc

E. 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 the H&S Committee to ensure policies and procedures are compliant for the school.
- 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 are compliant.
- will schedule audits to be completed by Trustees and other members of staff. Covering Risk Assessments, training, Fire Register etc
- report termly to the Local Governance Committee and Board of Trustees on all H&S matters

F. Senior Leadership Team

They will be responsible for ensuring that all required Health and Safety checks are performed by Heads of Department, Lead Nurse and Housemaster/Housemistress, Head of Boarding and House Parents.

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

G. Educational Visits Coordinator (EVC)

The EVC is responsible for ensuring all documentation and training, 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).

H. Line Managers, Heads of Department, Head of Boarding, House Parents, Lead Nurse and Housemaster/ Housemistress (as appropriate)

All Line Managers, Heads of Department, Head of Boarding, House Parents and the Housemaster/Housemistress 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 Estates Director and HoC, at least annually, for storing in the Staff Portal. A comprehensive Risk Assessment Register can be found in the Risk Assessment Policy.

Additionally, they shall be responsible for:

- Setting a personal example and fostering a positive culture towards health and safety.
- Ensuring that all those under their control 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.

I. Estates Teams

(Including but not limited to; Estates Manager, Domestic Services Manager, Transport Manager, Maintenance, Grounds & Cleaning Supervisors)

They will assist the Estates Director 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
- Maintenance of School vehicles
- 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

J. External Health and Safety Advisors

The Estates Director will arrange as appropriate for external consultants to advise on matters of Health and Safety within the school. 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.
- Gym and fitness equipment and design and machinery used in both design and technology and 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. In addition, the Catering Manager arranges for:

- an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
- an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- professional advice from a dietician on healthier food, menu planning and special diets as needed.
- the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
- appropriate pest control measures to be in place.

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 new buildings are bought or added.

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

Hettle Andrews undertake a full Risk audit every 3 years (rolling programme across all our schools).

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.

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.]

PPC also engages with an external consultant who inspects the radioactive substances on a biennial basis.

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 domestic boilers are serviced annually, and all domestic properties have current landlord's gas safety certificates.

All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

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

K. Health and Safety Committee

The Committee will meet once each term and will be chaired by the Estates Director

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 Chairman, but should include all or some of the following staff:

- A Member of the Senior Leadership Team
- Headmaster/DOFs Executive Assistant [minutes]
- Departmental representatives from DT, Science, Art, Sport, Performing Arts/Music & Academic, the RPS
- The Education Visits Officer
- Head of Compliance
- Deputy Head Pastoral
- Head of Boarding
- Lead Fire Marshal
- House Parents
- The Officer commanding the Combined Cadet Force
- The Estates Manager
- The Transport Manager
- The Lead Nurse
- Domestic Services Manager
- The IT Manager
- A representative from the staff common room

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.

L. School First Aid and Nursing

The school's First Aid policy requirements will be achieved by the Lead Nurse and Health and Wellbeing Centre staff:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements necessary for each school premises. 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 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 Health and Wellbeing Centre staff will be responsible for:

- Maintaining school medical records
- Providing health advice
- 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.

The current level of expertise and facilities at the school is as follows:

Fulltime qualified nurse and two Health Centre Administrators based in a dedicated Health and Wellbeing Centre. Providing visiting GP consultations, Counselling, Wellness coaching and first aid training.

M. Radiation Protection Supervisor

PPC has appointed a Radiation Protection Supervisor (internal). The Radiation Protection Supervisor (RPS) will assist in meeting compliance, ensuring radiation exposures are as low as reasonably practicable (ALARP), supervising the work in compliance with local rules and offering local advice and support. The RPS will work in conjunction with the RPA (External Radiation Protection Advisor), Estates Director and Head of Compliance to ensure the school meets its obligations. For example, by

- Supervising the ionising radiation work in compliance with local rules (the primary role).
- Preparation of local rules.
- Review of local rules.
- Ensuring employees are aware of the content of local rules.
- Routine radiation and contamination monitoring.
- Making arrangements for the testing of monitoring instruments.
- Perform checks on safety and warning systems.

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 RPS will work in collaboration with the Head of Science, Estates Director and Head of Compliance to ensure all actions resulting from an inspection, and all regulatory requirements are completed and compliant.

The RPS will submit a Radiation Compliance report at least annually to the H&S Committee, which will be distributed to the Head and Board of Trustees.

N. 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 their Head of Department/Estates Director/H&S Chair 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
- 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

PPC'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. PPC 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 Board of Trustees in fulfilling their responsibilities. This infrastructure provides policies, procedures, Risk Assessments, information, advice, training and audits.

PPC 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.

PPC 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

PPC 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, PPC 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/Safeguarding

Prior Park College 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

PPC 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 Board of Trustees, 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 and Trips Policy and Procedure.

E. First Aid and Mental Health

PPC 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.

In addition, Prior Park College has an onsite Health and Wellbeing Centre overseen by a Registered Nurse, and a registered GP visits weekly. For some fixtures PPC also has dedicated paramedic support from an external provider.

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

F. Animals on site

PPC require all animal owners to be fully responsible for the behaviour of their animals and all of the restrictions which apply across the school campus. Full details can be found in the Dogs and Other Animals on Site Policy.

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 at 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.

The Estates Director will ensure that the local fire services are aware of 'high risk areas' for example the area in which radioactive substances are stored.

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

PPC 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.

J. Information and Communication

PPC 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:

- Head of Compliance to Local Governance Committees and Board of Trustees
- 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, Director of Operations and Finance and their respective H&S Meeting 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.

The Radiation Protection Supervisor (RPS) will complete the required training prior to being appointed by the school. This will be updated as and when required.

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.

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.

A full suite of Health and Safety related policies and procedures can be found in the PPS Staff Portal: <https://priorfoundation.sharepoint.com/sites/PriorParkSchoolsPolicies>