

HEALTH & SAFETY POLICY

Prior Park Schools

Policy Owner Estates Director	Applies to Prior Park Schools (Trust Wide)	Superseded documents Health & Safety Policy
Associated documents Health & Safety Manual (specific for each site) PPS Child Protection Policy PPS Educational Visits Policy PPS First Aid Policy	Review frequency Every year (unless the legislation/regulations update before this time) Implementation date 1 May 2020	Legal Framework HSE Department for Education Health & Safety at Work Act 1974 Management of H&S at Work Regulations 1999 KCSIE 2019

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1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College and The Paragon School are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar, is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities

2. General Statement of Intent

Prior Park Schools comprising Prior Park College, The Paragon School and Prior Park School Gibraltar are independent, co-educational schools and operate as registered charities.

The Schools believe that excellence in the management of health and safety is an essential element within its overall organisational strategy - a good health and safety record goes hand in hand with high productivity and quality standards.

It is the policy of Prior Park Schools 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 the school's activities.

We recognize that this is a regulatory policy. This policy and its effectiveness will be reviewed regularly by Governors - 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.

People are the most important asset to this school and therefore we are totally committed to ensuring their health, safety and welfare at all times. From an economic point of view, the school believes that prevention is not only better, but also cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. A financial benefit and safety are not in competition. On the contrary, safety is good for our business.

Supported by Governors, the Schools are committed to ensuring that they comply with all relevant health and safety legislation and where it is reasonably practicable to do so, the schools will strive to go beyond the requirements of legislation. To achieve this, the Schools will provide the necessary resources and will seek the cooperation of all its employees for the purposes of implementing this policy. Moreover, the Schools will also ensure all employees are adequately qualified 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. Our general intentions are:

Comply with relevant legislation.

- 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 Prior Park schools and the pursuit of a healthy and safe environment for all staff, students and visitors.
- Monitor and review the effectiveness of health and safety deployment through termly Health and safety meeting, which shall be recorded and communicated to Governors.
- To review and revise this policy at regular intervals.
- Arrangements on how our schools shall implement this approach are detailed in the PPS Health and Safety Policy, which has been endorsed by the Governing Board and everyone within PPS is required to abide by it.

The policy manual together with all guidance, procedures and risk assessments are held electronically and can be accessed by all staff in the shared area of the intranet. This ensures that the most up to date versions of all Health and safety documents are available to all staff and students, at any time.

The Board of Governors are committed to promoting the 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.

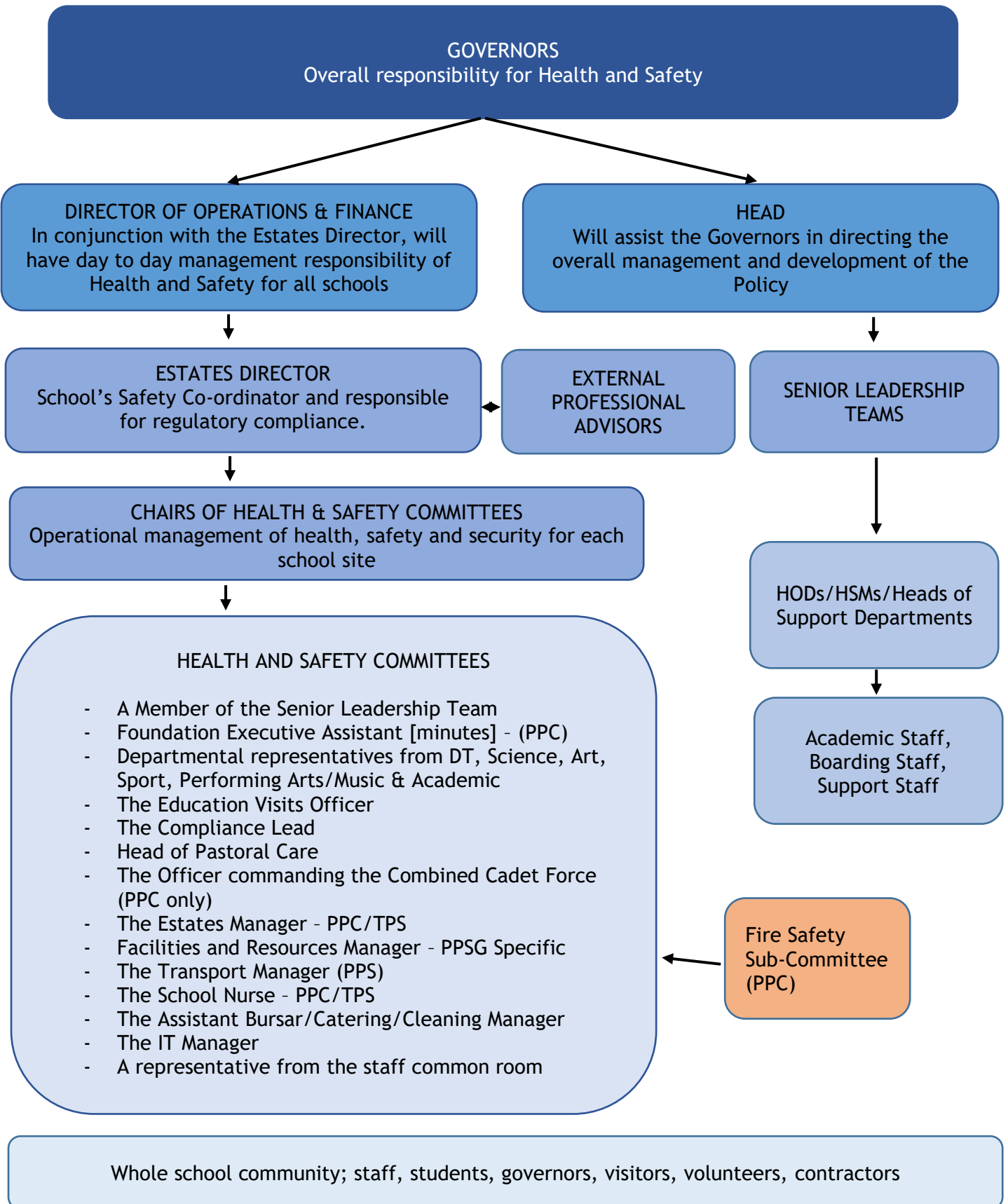
Signed:



Mr Michael King
Chair of Governors
Date: May 2020

3. Organisation

PRIOR PARK SCHOOLS - THE ORGANISATION FOR HEALTH AND SAFETY



4. Responsibilities

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. An organogram has been prepared to assist in the understanding of the Health and Safety structure within the Schools, which is shown at the end of this policy.

A. Board of Governors ("Governors")

The Governors 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 the Schools. 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 the Schools and tasks will be delegated to suitable employees in order to assist the Governors in carrying out its duties. The Governors will also complete Health and Safety audit checks when on site, in accordance with the Governors audit schedule.

B. Head/Headmistress

The Head/Headmistress will assist the Governors 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 the Schools. The Head/Headmistress will also report to the Governors on Health and Safety performance and assist the Governors in implementing changes in the Policy which the Governors have approved.

C. Director of Operations and Finance

The Director of Operations and Finance, in conjunction with the Estates Director, 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

D. Estates Director

They will act as the Schools Safety Co-ordinator, whose duties will include:

- advising the Head/Headmistress on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- monitoring Health and Safety within the Schools and raising concerns with the Head/Headmistress and Senior Leadership Team(s) and;
- compliance with the Construction (Design and Management) Regulations;
- chairing the Schools Health and Safety Committee, and managing any other sub-committees (as appropriate)

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive

E. Senior Leadership Team

They will also be responsible for identifying, organising and ensuring the safe storage of records for training that is relevant to individual's area of control.

They will be responsible for overseeing and the collation of weekly, monthly, termly and annual Health and Safety checks performed by Heads of Department and Housemaster/Housemistress.

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

F. Line Managers, Heads of Department and Housemaster/Housemistress (as appropriate)

All Line Managers, Heads of Department 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 this is filed in the appropriate location as agreed. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials)
- Sports activities
- Drama
- Art (including harmful substances and flammable materials)
- Music
- Design & Technology
- Outdoor lessons
- Trips and visits
- Ammunition and firearms
- They are responsible for completing the Trips/Excursions and Activities Pack in line with the Educational Visits Policy.

Additionally, they shall be responsible for:

- Setting a personal example and fostering a positive culture within the School towards health and safety.
- Ensuring that all those under their control understand and comply with the school's Safety Policy provisions and that they are being effectively carried out and adhered to.
- Ensuring that all those under their control understand and comply with the School's Safety Policy 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 all those under their control, including staff and students, understand and comply with the school's Safety Policy provisions for the use and maintenance of all safety/personal protective equipment, first aid, fire and welfare facilities.
- 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.

G. Estates Teams (Maintenance, Grounds, Cleaning and Catering)

(including but not limited to; Estates Manager, Assistant Bursar, 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

H. 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 Schools. 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, 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 schools have 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 specific to each location and detailed in the Health and Safety Policy, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.

An external Health and Safety consultant reports annually on the arrangements for Health and Safety in all lessons, support areas, public spaces, sports and swimming facilities.

The schools have a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.

The schools maintain 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 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.

A competent Principal Designer, Principal Contractor/Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

I. Health and Safety Committee

The Committee will meet once each term at all of the schools within the group and will be chaired by:

PPC- The Estates Director
TPS - The Deputy Headmaster
PPSG - The Headmaster

Minutes of each meeting will be circulated to and reviewed by all Governors with responsibility for overseeing Health and Safety, 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
- Foundation Executive Assistant [minutes] - (PPC)
- Departmental representatives from DT, Science, Art, Sport, Performing Arts/Music & Academic
- The Education Visits Officer
- The Compliance Lead
- Head of Pastoral Care
- The Officer commanding the Combined Cadet Force (PPC only)
- The Estates Manager - PPC/TPS
- Facilities and Resources Manager - PPSG Specific
- The Transport Manager (PPS)
- The School Nurse - PPC/TPS
- The Assistant Bursar/Catering/Cleaning 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 safety policy guidance and updating it;
- 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.
- Ensure Governors are kept informed of any Health and Safety concerns or liabilities.

J. School First Aid and Nursing

The Schools' First Aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements necessary for each school premises. This will be reviewed periodically 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, staff responsible for the provision of First Aid 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.
- Escorting students to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.

The current level of expertise and facilities at each site is as follows:

- Prior Park College - Fulltime qualified nurse and nursing assistance based in a dedicated Health and Wellbeing Centre. Providing visiting GP consultations, Counselling, Wellness coaching and first aid training.
- The Paragon School - A first aid room with first aid trained staff as first responders, with PPC nurse and nursing assistant on-call to attend if required.
- Prior Park School Gibraltar - A First Aider based in dedicated First Aid Room, supported by first aid trained staff.

K. Staff and Visitors

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

5. Arrangements for Implementing the Health & Safety Policy

A. Generally

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 schools shared “one-drive”. Prior Park Schools 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 for each of the Trust’s schools.

All staff with management or supervisory responsibilities should familiarise themselves with the School’s 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 School’s Health & Safety policy is administered by the Senior Leadership Team(s) 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, information, advice, training and audits.

Prior Park Schools 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.

Prior Park Schools 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 the 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

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.

As required, Prior Park Schools will appoint a competent person to advise the Board of Governors, 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 Trust's 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

Prior Park Schools fully recognises its responsibilities for child protection. Whilst the schools strive to minimise risk, they are fully 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.

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

Prior Park Schools 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 our Schools 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 each school's policy on Outdoor Education, Visits and Off-Site Activities.

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. 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 Wellness 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

Prior Park Schools require all dog owners to be fully responsible for the behaviour of their dogs and the following restrictions apply across the school campus.

Within the Buildings:

Dogs are NOT allowed in the following areas at any time:

- Any house kitchen
- Any boarding bedroom
- Common Areas
- Health and Wellness Centre (unless these are registered 'Therapy Dogs')
- Main kitchen or dining area

Dogs must not be in classrooms during lesson time and must be on a lead and under their owner's control at all times. Dogs may not be left unattended in any other area regardless of how they may be secured.

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.

Within the Estate and Grounds:

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

Dogs are not allowed on the sports fields, Astro pitches, Cricket pitches or other grassed play areas at any time, even if on a lead. Whilst on Prior Park School's property the owner must have the means to clean up, wash down and remove any waste left by the dog.

Any members of staff with dogs, who occupy accommodation within the School grounds, should ensure that they have dog insurance cover for public liability in the event of accident involving their pets. Any accident on the school grounds involving a dog should be reported within 24 hours. Resident staff with dogs shall:

- Inform HR of their dog's details, confirming that it is adequately trained and not aggressive
- Confirmation that the dog is not listed under the Dangerous Dogs Act 1991 (as amended).
- Present current documentation of insurance policy that covers their pets
- Provide proof that their pets are clean, properly vaccinated and free of parasites
- Sign to confirm agreement to the policy and acceptance of their owner's responsibility.

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 department head 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 at all Prior Park Schools and recorded. A list of trained Fire Marshals will be displayed throughout the workplace.

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

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.

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.

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 Governors
- Head directly with Deputy Head
- Director of Operations and Finance with H&S Committee
- Departmental Representatives and their staff
- Staff meetings and Senior Leadership team meeting
- 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 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, if 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.

M. Health & Safety Improvement Plan

The Head and the Senior Leadership team 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 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 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.

This strategy will be reviewed every year by the Board of Governors, 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 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 the schools.

A	H&S General Guidelines and Risk Assessment
A1	H&S Committee TOR
A2	General Guidelines
A3	General Risk Assessment
A4	Risk Assessment Template
B	Educational Visits and Student code of Conduct
B1	Visit Form
B2	Parental Consent form
B3	Outing Form
B4	Educational Visits Policy
B5	Educational Risk assessment form
B6	Educational visits Trip planner
B7	Student code of conduct
C	General Departmental Safety
C1	Safety in Science
C2	Pool Management
C3	DT code of conduct
C4	Safety in DT
C5	Armoury and ammunition
C6	Minibuses & School Transport
C7	Safety in Art
C8	Safety in PE
C9	Safety in Swimming
C10	Teaching Safely
C11	Safety in Drama
C12	H&S Training Guidelines
C13	Safety in Catering
C14	Whiteboard Projection Safety Note
D	Accident Reporting
D1	Accident Reports and Investigations
D2	Accident Reporting Form
D3	Dangerous Incident/Near Miss Reporting Form
E	First Aid, Health and Wellbeing
E1	App2 3C Types of bodily fluids
E2	App3 3C Blood and body fluids
E3	First aid policy
E4	Automated external defibrillator
E5	Health surveillance
E6	Leaflet 3C First Aid Policy
E7	Occupational stress policy
E8	Occupational stress risk assessment
E9	Sun Awareness
E10	Anaphylactic shock
E11	Policy on response to First Aid incidents
E12	Wi-Fi Health Guidance
F	Fire Precautions

F1	App1 3D Fire Procedure
F2	Leaflet 3D Fire Precautions
F3	App2 3D Types of fire
F4	App3 3D Fire instructions
G	General Workplace H&S Guidance
G1	DSE Advice and Assessment
G2	Asbestos
G3	Slips Trips and falls
G4	Hot Work
G5	MDF
G6	Hazardous substances
G7	PPE
G8	Manual Handling
G9	Noise Safety
G10	Working at Height
G11	Water Quality and Legionella Control
G12	PAT - Portable Electrical Appliance Testing
G13	Safety of Contractors
G14	Electrical Equipment
G15	COSHH
G16	Safety New Plant
G17	Safety for Grounds Dept Staff
G18	Tree Risk Assessment Report
G19	Tree Safety