



# Health & Safety Policy

## Policies approved by the Board of Trustees


Signed: 

Name: Katie Dominy

Date: 2<sup>nd</sup> September 2021

Chair of Board of Trustees

## Authorised for Issue

Signed: 

Name: Neville Coles

Date: 2<sup>nd</sup> September 2021

Chief Executive Officer

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## History of Policy Changes

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Origin of Change e.g. TU request, change in legislation</b>	<b>Changed by</b>
September 2017	1	Rod Sibley	Creation of policy	
May 2018	2	Neill Bird	Policy Review	
May 2019	3	Mike Bull	Annual policy review – Dogs in School added	
May 2020	4	Mike Bull	Annual policy review	
May 2021	5	Addition of Legionella content		Helen Burge
May 2021	5	Remove Headteacher Addition of Review paragraph.	Annual policy review	Mike Bull

		Change academy to school		
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This policy applies to The Priory Learning Trust and all its schools.

Date policy adopted	September 2021
Review cycle	Annual
Review date	May 2022

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## 1. Overview

The Priory Learning Trust (TPLT) is committed to promoting a positive health and safety culture across all member academies and aims to encourage, support and develop a positive and proactive approach for staff, students, Governors, contractors and visitors to its sites.

The purpose of this policy is to ensure TPLT maintains compliance with **ALL** current Health and Safety legislation, and the expectations of all persons who work and visit the sites of member academies in regards to Health and Safety.

Each member school will designate a suitable competent member of staff to be responsible for the H&S needs of the school on a day to day basis.

Each member school will produce and maintain a H & Safety Organisation and Arrangements documents which will detail; responsibilities of personnel and how various aspects of H&S legislation are complied with and managed on the site implementing the Trust H&S Policy.

TPLT is responsible to ensure that each of its member academies has suitable and adequate controls in place to comply with legislation. Each school has an obligation under the **Health and Safety at Work (etc) Act 1974 (HSW Act)** and the **Management of Health and Safety at Work Regulations 1999 (MHSW Regulations)** to provide a safe, secure environment for every member of staff. This includes the risk of staff working alone. Employers are also under a duty to provide facilities for first aid under **the Health and Safety (First Aid) Regulations 1981**.

## 2. Applicability

This Policy, and any other policy/document referenced herein, shall apply to any and every member of TPLT, including staff, students, Governors and contractors and visitors.

## 3. Related Policies

These should be read in conjunction with the following documents:

- *H&S Organisation policy for each school*
- *H&S Arrangements policy for each school*
- *Asbestos policy TPLT*
- *Fire Safety policy TPLT*
- *Charging and Remissions Policy TPLT*
- *Risk Register TPLT*
- *School Risk Management policy TPLT*
- *Emergency Policy and Guidance TPLT*
- *School Trip policy TPLT*
- *Minibus Procedures TPLT*
- *Dogs in School policy – Individual arrangements for each school*

#### **4. Process and monitoring**

Each school is responsible to ensure that any person on the academies site will have access, and be directed, to all relevant H&S documentation held by the school, and where applicable will have current training to understand the risks and carry out their job role.

Details of the academies procedures and processes will be held by the Academy Operations Manager who will ensure these are up to date and available to anyone who requires them.

Responsibility for the implementation of the Policy and relevant procedures/process on behalf of a member school lies with the Principal and/or their designated Leadership Team member.

Responsibility for monitoring the efficiency of the Policy and Procedures/Process within their School rests with the School Council.

A formal annual review of this policy will be carried out to reflect changes in TPLT's strategy and/or changes in legislation by the Executive Principal. Proposed changes to be approved by the Trustees.

#### **4. Legionella**

Each member school will, identify and assess the risk of Legionnaires' disease in all premises, for which it is responsible. Facilities Managers and Academy Operations Managers must ensure that their responsibilities, as specified in the legionella risk assessment, are complied with (these responsibilities may also be contracted to a third party) and documented within the H&S Organisation and Arrangements sections of their H&S policy. Facilities Managers and Academy Operations Managers must also ensure that Legionella Training is completed by anyone who needs to understand the topic (i.e. anybody undertaking responsibilities to comply with the risk assessment). Facilities Managers and Academy Operations Managers are also required to review their legionella risk assessment at least annually, or sooner if a significant change occurs to the building or the activities carried out.

#### **5. Lone working**

Staff should bear in mind that although it is the legal responsibility of the organisation to provide safe systems of work, individuals have a responsibility to follow safe working practices. They need to remain alert to their own safety and that of their colleagues. To do this staff should:

- ensure they do not take unnecessary risks (see guidelines in each school's H&S Arrangements);
- make their line managers aware of any medical conditions that might have developed;
- seek and follow advice from their line manager;

- follow all health and safety procedures;
- report any incidents including threats and potentially dangerous situations to the Principal or Operations Manager.

## **6. Review**

This policy is reviewed annually by the Trust and where materially amended is consulted on, where necessary. We will monitor the application and outcomes of this policy to ensure it is working effectively.