



THE PRIORY
LEARNING TRUST

Health & Safety Policy

Approved and Authorised for use by the Trust Board 8th February 2024

History of Policy Changes

Date	Version	Author	Origin of Change e.g. TU request, change in legislation	Changed by
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. Change academy to school	Annual policy review	Mike Bull
July 2022	6		Annual policy review	Mike Bull
June 2023	7	Updated related policy list and changed Exec Principal to Head of Estates and Compliance to review	Annual policy review	Mike Bull
July 2023	8	Sustainability paragraph added	TPLT policy change	Tricia Brabham
January 2024	9	Section 2. Responsibilities added. Change responsibility to	TPLT Policy Change	Mark Antoine

		Principal for member schools		
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This policy applies to The Priory Learning Trust and all its schools.

Date policy adopted	February 2024
Review cycle	Annual
Review date	May 2024

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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.

2. Responsibility for Health & Safety

2.1 Overall and final responsibility for Health & Safety

The Board of Trustees, Chair of Trustees and CEO carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures. They will do this by:

- Leading by example on all matters relating to health, safety and welfare
- Promoting and following this Health & Safety Policy
- Dedicating budget to the health and safety provision at the schools
- Communicating effectively with parents, staff and students
- Monitoring and reviewing health and safety procedures and practice

2.2. Day to day responsibility for ensuring this policy is put into practice

The Board of Trustees, Chair of Trustees and CEO (CEO) have assigned health and safety responsibilities as follows:

CEO

The CEO will act as the Health and Safety Representative of the Board of Trustees. He will chair any Health and Safety committee meetings reporting back to the Trust Board. He will ensure that the board of trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision.

The CEO will be supported by the trust's Chief Operations Officer who will act as internal advisor providing support and professional advice in matters relating to health & safety. He will also seek support and professional advice from external advisors as necessary.

Chief Operating Officer (COO)

The COO will be responsible for managing the day to day Health & Safety and contract annual audits by the retained Health & Safety adviser(s) to ensure requirements to monitor, review and record safe systems of working within schools are met. They will report back findings to the CEO and Trustees via an annual Health & Safety report.

Any serious incidents, near misses or other concerns will be reported to the CEO and Trustees as reasonably practicable as they arise.

2.3 Other considerations

The Trust will appoint an appropriate H&S Consultant to oversee and advise on all H&S. (Current provider - Educating Safely)

Each member schools Principal 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 Health & 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**.

3. Applicability

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

4. Related Policies

These should be read in conjunction with the following documents:

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

5. 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 Principal, supported by the COO/DCOO as necessary.

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 Head of Estates and Compliance. Proposed changes to be approved by the Trustees.

6. 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.

7. 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.

8. Radiological Protection

Our secondary schools use potentially dangerous sources of both ionising and non-ionising radiation sources.

The safe management of these sources is the responsibility of the radiation protection body, which collectively refer to the radiation protection supervisor (RPS), radiation protection advisor (RPA), and the radiation protection officer (RPO). These roles are external to the school; however, the RPS may be an existing member of staff if they hold the required qualifications and training.

8.1 Roles and responsibilities

The Principal will:

- Hold the legal responsibility for the use of radiation sources on the school site.
- Ensure policies, risk assessments and contingency plans are in place to comply with regulations and promote the safety and security of the school and everyone present.
- Hold the core responsibility for delegating responsibility and ensuring all staff are trained and equipped with the knowledge and skills to manage radiation sources safely.

The Trust Director of Science will:

- Appoint a radiation protection body to offer advice and expertise on the use of radiation sources.
- Liaise with the radiation protection body.
- The radiation protection body will liaise with the school whilst carrying out their individual duties to assist the school by providing expertise, guidance and recommendations when monitoring and managing radiation sources within a school environment safely.

The RPS will:

- Meet the HSE criteria of competence.
- Have the necessary training, experience and expertise to advise on the school's uses of radiation sources.
- Ensure the school's arrangements are compliant.
- Understand the arrangements set out in local rule in order to supervise work with radiation sources safely and maintain precautions that will limit exposure.
- Undertake an annual audit on managing and working with radiation sources.
- Ensure safety notices are displayed in areas where radiation sources are stored and used.
- Ensure that radiation sources are only used by authorised individuals.
- Ensure that appropriate risk assessments are in place.
- Ensure an appropriate level of supervision is available for the use of radiation sources in a classroom.
- Ensure that a contingency plan is being maintained.

The RPA will:

- Hold the appropriate expertise in radiological protection and training, experience and certification.
- Provide specialist advice and support.
- Liaise with the school to carry out checks and audit the storage of radiation sources.
- Record their observations, recommendations and report their suggested actions to the Principal.
- Ensure the appropriate signage is available in line with health and safety regulations.
- Conduct periodic examinations and tests of engineering controls, design features, safety features and warning devices on relevant equipment and protective measures.

The RPO will:

- Advise the school on the health and safety concerns related to radiation sources.
- Be a contactable source for any queries the school has on radiation protection.
- Prepare status reports on radiation safety and management.
- Arrange for the disposal of radioactive waste to authorised contractors.
- Manage the security of radiation sources according to national requirements and carry out security audits.
- Advise on design standards for laboratories and designated areas.
- Provide site specific information for the purpose of carrying out risk assessments.
- Contribute to the creation of local rules and radiation safety policies.
- Advise on the selection of equipment.
- Investigate and report incidents to the applicable regulatory authority where necessary.
- Advise on training for radiation safety.

The Head of Science (supported by the Trust Director of Science as necessary) will:

- Ensure that the RPS has the appropriate level of training, competency and understanding of their role and responsibilities.
- Ensure that the department is fully equipped with PPE such as eye goggles, screens and gloves.
- Conduct risk assessments for the use of radiation sources in lessons and assessments.
- Store, handle and use radiation sources safely under the advice of the radiation protection body.
- Delegate responsibility across the science department to relevant staff members.

9. Sustainability

Our Trust aims to be a fully functioning sustainable Trust through an integrated approach to the curriculum, estates and community. Measures include increasing our biodiversity, cutting carbon footprints and promoting global citizenship. We also want to be outward-facing, provide a local global perspective for all Trust stakeholders, and show others how sustainability works in practical ways to positively influence their behaviour and build networks to discover new ideas and practices.

10. 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.