

Health and Safety Policy

Policy Code:	HS5
Policy Start Date:	December 2016
Policy Review Date:	March 2020

Please read this policy in conjunction with the policies listed below:

- SW11 Educational Visits
- HS6 Lone Working
- HS3 Transport & Vehicle
- Home Visits (Witham)

1. Policy Statement of Intent

It is The Priory Federation of Academies Trust's (The Trust) policy to:

- make regular assessment of risks to employees, students and others;
- provide adequate control of Health and Safety risks arising from our work activities.
- consult with our employees on matters affecting Health and Safety .
- ensure safe handling and use of substances.
- provide and maintain safe plant and equipment.
- provide information, instruction and supervision for employees.
- ensure all employees are competent to do their tasks and give them all adequate training.
- prevent accidents and cases of work related ill health.
- maintain safe and healthy working conditions.
- ensure contractors' competency and to monitor their activities in consideration of Health and Safety requirements.
- review and revise this policy annually.

All employees must co-operate by:

- taking reasonable care of their own and others' Health and Safety.
- not misusing or interfering with anything provided in the interest of Health and Safety.
- using equipment and materials in accordance with training.
- informing their line manager at once of any hazard in the workplace or shortcoming in the protection for employees, students or others.
- fully familiarising themselves with the Trust's Health and Safety Policy and associated procedures, seeking clarification from line managers where necessary.

This policy is reviewed, revised if necessary and re-issued annually. The current policy statement is displayed at each Academy site to update all staff.

2. Responsibilities/Duties of the Trust

The Trust is responsible for ensuring that the policy enables the organisation to fulfil its legal duties. The Trust will monitor conditions and the Health and Safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Trust will:

- keep themselves appraised of the changes in Health and Safety legislation.

- ensure that systems are in place to review and update this policy annually, when major staffing changes occur, or when new equipment is introduced.
- ensure sufficient arrangements, facilities and finances are available for fully implementing this policy.
- take all measures to ensure that the premises are safe for everyone.
- ensure they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- lead by example in all matters relating to Health and Safety .
- assure themselves that the Trust has suitable people to implement this policy on a day to day basis and that all employees with specific responsibilities for Health and Safety are equipped to carry out the role and given sufficient time and resources.
- receive and consider an annual report from the lead Health and Safety Officer on Health and Safety performance against set objectives.
- undertake, if appropriate, a level of Health and Safety training relevant to their position.

3. Responsibilities/Duties of the Chief Executive Officer

3.1 Chief Executive Officer

The CEO is responsible for ensuring that the policy enables the Trust to fulfil its legal duties and emphasises the determination to manage its activities so that standards of Health and Safety are continuously improved.

In particular the CEO is responsible for:

- setting a personal example at all times with respect to good Health and Safety practice.
- having overall responsibility for the Health and Safety of employees working in the Trust and of the other persons who may be affected by the Trust's activities.
- the development and continual improvement of the Trust's Health and Safety performance by ensuring that an effective Health and Safety management system is implemented and maintained.
- approving and signing the Trust's Health and Safety policy.
- ensuring that the Health and Safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the Health and Safety management system and its associated policies and procedures.
- nominating a member of the SLT for the role of Health and Safety champion within each academy.

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- ensuring Health and Safety is recognised as a core function and fully integrated into the activities of the Trust with Health and Safety objectives for forthcoming periods.
 - assigning responsibilities for an annual report detailing the Trust's Health and Safety performance against set objectives for forthcoming periods.
 - being kept informed of any significant Health and Safety failures, and of the outcome of the investigation into their causes.
 - authorising new and revised Health and Safety policy, procedure and guidance.

The CEO will discharge their responsibilities, and seek assurances through the work of The Estates and Facilities Manager and the Health & Safety Manager who manage the implementation of the Federation's Health & Safety Policy.

In particular they will ensure the following matters are attended to:

- all personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- all work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- all equipment is maintained in good working order, and any registered person carries valid certification.
- information on safety, health and welfare matters is effectively communicated to all those concerned.
- all staff are conversant with the Trust and Health and Safety Executive accident reporting procedure (RIDDOR).
- adequate first aid facilities are available in accordance with current legislation, and suitable persons are trained in first aid to the required standard.
- periodic tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- fire precautions and appliances are in place and are tested and kept up to date with the latest legislative requirements.
- all staff are acquainted with the emergency evacuation procedures and emergency plan.
- all new employees undergo induction training by a competent person and receive a written copy of the Trust Health and Safety rules and guidance.
- staff are competent to carry out their work safely and have received adequate information and training which is recorded for each individual.
- a personal example is set following the Trust rules and procedures
- trained and competent supervision is provided for employees (particularly trainees).

- the activities of all contractors working on the Trust's premises are monitored and recorded on a regular basis.
- all potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- the following statutory notices are displayed:
 - I. a signed copy of the Health and Safety Policy Statement of Intent.
 - II. employers liability insurance certificate.
 - III. Health and Safety Law poster.
 - IV. first aid (notifying the names and locations of the first aiders).
 - V. fire procedure (with assembly point).
- simple records and information are kept on Health and Safety performance.
- Health and Safety improvement suggestions received from staff are given due consideration.

3.2 Trust Health & Safety Committee

- The Trustees' Health and Safety Committee is responsible for the evaluation of the outcomes of pro-active and reactive monitoring, intervention actions and performance that are reported to them by the Estates and Facilities Manager and Health & Safety Manager.
- The Trustees' Health & Safety Committee is responsible for H&S strategy across the MAT. Decisions on its direction are made in consideration of any risks or hazardous trends discovered during the evaluation of performance monitoring data and current H&S legislative requirements.

4. Responsibilities/Duties at each of the Academies

4.1 Senior Leaders

In their areas of responsibility Senior Leaders are responsible for Health and Safety individually and also, as members of the Departmental Team, collectively.

Senior Leaders are supported in these roles by Trustees, the CEO, Teachers and other stakeholders. In their areas of responsibility, and in addition to responsibilities specified in other associated Trust policies and procedures, Senior Leaders are responsible for:

- setting a personal example at all times with respect to good Health and Safety practice.
- the effective monitoring, review, development and continual improvement of Health and Safety performance.
- ensuring that the Health and Safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.

- ensuring they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- ensuring that the Health and Safety policy and associated procedures are brought to the attention of all the employees and others as appropriate.
- keeping up to date with changes to Health and Safety legislation, standards and good practice relevant to their service area's activities.
- ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate.
- ensuring that there are effective arrangements to receive, collate and disseminate Health and Safety information.
- ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- ensuring that Health and Safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).
- ensuring that a termly Health and Safety summary is prepared for their respective Academy Governing Committee and for Trust Committee with Health and Safety oversight.

4.2 Teachers

In their areas of responsibility Senior Leaders are responsible for health and safety individually and also, as members of the Departmental Team collectively. Teachers are supported in these roles by Trustees, the CEO, Senior Leaders and other stakeholders.

In their areas of responsibility, and in addition to responsibilities specified in other associated Trust Human Resources policies and procedures, all levels of Teacher are proportionately responsible for:

- setting a personal example at all times with respect to good Health and Safety practice.
- the Health and Safety of employees and of other persons who may be affected by the Trust activities.
- the measurement, monitoring, review, development and continual improvement of Health and Safety performance.
- ensuring familiarity with Health and Safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements.
- not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented.

- ensuring that Health and Safety objectives are an integral part of their team delivery plans.
- ensuring that they consider and address any potential Health and Safety implications of all their decisions before they are taken.
- keeping up to date with existing and revised Health and Safety legislation, standards and good practices relevant to their activities.
- undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate.
- keeping themselves informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence.
- ensuring they inform the Head or Senior Leader of any significant Health and Safety failures, and of the outcome of the investigation into their cause.
- providing adequate levels of supervision as identified for pupils and others as appropriate.
- the provision of timely feedback to their line manager regarding any deficiencies in Health and Safety policies, procedures, plans, systems etc.
- the identification and subsequent provision of employees' Health and Safety training requirements.
- the identification and provision of employees' personal protective equipment requirements, ensuring its correct use.
- providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises, considering any persons who may have additional requirements (for example wheelchair users, visually impaired etc).
- undertaking appropriate Health and Safety inspections.
- ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities.

4.3 Trust Competent Person

The Trust employs a Health & Safety Manager to be the competent person as required by the Management of Health and Safety at Work Regulations 1999, to be responsible for providing health & safety advice, assistance and assurances of compliance to the health & safety policy.

They provide advice to the Trust as required in particular:

- a) Assistance with strategy for implementation of the policy.
- b) Advice on interpretation of legal requirements.

- c) Provide investigations of serious accidents / incidents.
- d) Revise the policy in the light of experience or legal change.
- e) Advice upon the visit of an Enforcement Officer.

4.4 Every Employee Must:

- take reasonable care for the Health and Safety of themselves, and others who may be affected by their acts or omissions at work.
- co-operate with management with regard to agreed Health and Safety arrangements and procedures.
- know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons.
- not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- if involved in an accident resulting in, or which may have resulted in, injury report the details to the CEO as soon as possible, and in all cases before the end of the day on which the incident occurs.
- use equipment only when authorised properly to do so.
- fully familiarise themselves with the Trust Health and Safety policies and associated procedures, seeking clarification from line managers where necessary.
- report any defects in plant or equipment to their line manager.
- notify a member of line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to Health and Safety .
- notify their line manager of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to Health and Safety .
- wear protective clothing and safety equipment as required reporting any defect to their line manager.
- suggest possible amendments to existing practices and procedures which could improve Health and Safety .

5 Arrangements for Implementing the Policy

5.1 Accident Procedures

Details of accidents will be recorded and where appropriate investigated by the management team or the Trust's appointed safety advisor. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

Following an accident where the person was absent from work for 3 consecutive days or unable to perform their normal duties, the internal Trust accident report form must be completed in every detail and records maintained.

Statutory Notification of Accidents / Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident form F2508 will be completed on line. Others to be notified as soon as possible are the Trust's appointed advisor and the Trust's insurers.

Notifiable occupational diseases will be reported to the HSE Incident Control Centre on line.

In the case of accidents involving employees who lose more than 7 days from their normal employment, the HSE Incident Control Centre will be notified within 15 days.

All reportable accidents or dangerous occurrences will be investigated and a report issued. The Trust's appointed safety advisors will assist with the investigation and give advice and guidance.

Action considered necessary to prevent a reoccurrence will be taken, and a report submitted to the enforcing authority.

5.2 Asbestos

In compliance with Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos and how controls and work methods can reduce these hazards.

In respect of the Trust's duties under Regulation 4 CAR 2012, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) shall be undertaken. An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located in the premises.

Should the Asbestos Management Survey highlight any asbestos products, a subsequent Asbestos Management Plan shall be created to detail how the Trust will effectively manage the risks for any identified ACMs.

5.3 Contractors

It is the responsibility of the contractor/subcontractor to ensure that their employees adhere to, and co-operate with, legislative and Trust rules in regards to their Health and Safety whilst working on Trust premises.

It is also the responsibility of the contractors/sub-contractors to ensure that the Health and Safety and welfare of the Trust employees, students, visitors and others is not put at risk from their work activities and practice, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of Health and Safety competence in advance. Copies of risk assessments, COSHH assessments, method statements, or similar documentation, must be submitted and approved by the person responsible, as confirmation that risks to Health and Safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the safety of Trust employees at risk.

5.4 Control of Substances Hazardous to Health (COSHH)

The requirements of the COSHH Regulations 2004 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used in order to minimise any associated risk. There will be regular assessments and monitoring to ensure this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and necessary precautions to be observed have been fully evaluated by a competent person.

5.5 Display Screen Equipment

A specific assessment will be carried out in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

The following procedures will be followed:

- “users” of display screen equipment shall be individually identified by the line manager who will be responsible for collating self-assessment forms and assisting where necessary.
- the nominated Health and Safety Officer shall ensure that all “users” have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- “users” shall be entitled to request an appropriate eye and eyesight test. Where “special” corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliance will be borne by the Trust.

5.6 Drugs and Alcohol

The Trust's policy on alcohol is intended to be a positive approach to maintenance of the highest standards of safety in the workplace. It is also intended to benefit the Health and Safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from their line manager. This information will be treated in the strictest confidence. The Trust will endeavour to offer any assistance available at the time.

Employees must not attend work whilst under the influence of alcohol or drugs.

Employees must not consume alcohol or drugs on the premises.

Employees must not return to work after lunchbreaks under the influence of alcohol or drugs.

CONSUMPTION OF ALCOHOL IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE

5.7 Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use.

All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be on Trust premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a "Competent Person", in accordance with the timescale laid down in the regulations.

5.8 Employee Consultation

Employee consultation is achieved through:

- Departmental Meetings
- Academic Health & Safety Liaisons
- Site Health & Safety Managers
- Health & Safety Forums
- The Estates and Facilities Health & Safety Portal Reporting Service.

5.9 Equipment and Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed so as to be safe and without risk to the Health and Safety of employees.

An adequate planned maintenance system will be operated and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authority approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

5.10 Fire

A written risk assessment in accordance with the Fire Precautions (Workplace) Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 will be kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

Detailed procedures for evacuations including exit routes and information on good practice are held, and available on request to any member of staff. Equipment checks and evacuation drills will be held on a termly basis.

Staff will be trained in fire safety and the use of fire fighting equipment. They will also be briefed on the role of individuals and the action taken in the event of a fire or other emergency.

5.11 First Aid

The Health and Safety (First Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided in the following circumstances:

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- One Appointed Person – Where a site employs fewer than 20 persons (direct or sub-contract).
 - First Aider – Where there are more than 20 persons on site collectively.
 - The First Aid attendant may carry out other duties, but must always be readily available.

The first aid attendant's name and location must be clearly denoted on or near the first aid boxes.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors, and brought to the attention of all new employees at their induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Trust premises.

A register of certified first aiders will be maintained; a minimum level of cover will be provided at all times.

The Trust will undertake a First Aid risk assessment as required by the Regulations to ensure suitable and sufficient first aid provision is provided at all times, to include out of hours activities.

5.12 Manual Handling

In order to secure the Health and Safety of its employees the Trust proposes, so far as is reasonably practicable, in consultation with all employees to :-

Carry out an initial assessment of manual handling operations throughout the Trust to identify high risk activities (see section on Risk Assessment) and endeavour to eliminate these activities wherever practicable:-

- by removing the need for the operation
- by automating or mechanising the operation

Where manual handling activities cannot be eliminated, detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability will be carried out.

Ensure, wherever possible, that loads including those loads delivered from outside the Trust are marked with sufficient information to facilitate safe handling.

Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.

Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

Review the assessments should conditions change.

5.13 Personal Protective Equipment (PPE)

Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of PPE shall be the responsibility of the nominated Health and Safety Officer.

5.14 Premises

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

5.15 Risk Assessment

The management of Health and Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking (whether arising from work activities or other factors e.g the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already in place.

The definition given in the above regulations is as follows:

A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organisation.

Risk is the likelihood that the harm from a particular hazard is realised.

The extent of risk covers the group of people, which might be affected by the risk i.e the number of people who might be exposed and the consequences for them.

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the relevant statutory provisions. This phrase covers the general duties in the

Health and Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.

The Trust will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependent on the nature of the risks and the degree of change likely in the work activity.

Method

Risk assessments are to be undertaken by staff in appropriate departments. Additional assistance is provided by the Trusts Health and Safety Manager if required, using the current risk assessment form. Once completed, this information will be disseminated to relevant employees and the master filed for future reference.

Reviews to risk assessments as stated at the time of the initial assessment will be undertaken using the same form.

5.16 Smoking

The Trust acknowledges that second-hand tobacco smoke is both a public and work place health hazard and has therefore adopted a 'no smoking' policy.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of the employees, students and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with Health and Safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

Restrictions on Smoking

Smoking is not permitted in any part of the premises, including all outside areas. This extends to e-cigarettes and any other artificial apparatus.

Visitors

All visitors, contractors and service companies are required to abide by the no-smoking policy. Staff members are expected to inform visitors of the no-

smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

5.17 Training

The Trust recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal component of vocational training. No person will be employed to work in areas involving any reasonably foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken. The Trust will provide sufficient information, instruction and training as is necessary to ensure the Health and Safety of workers. However, it is the responsibility of line managers to ensure that Health & Safety Induction and 'on-the-job' training is given to new employees or those new to a job.

This provision will also apply to those persons not in direct employment such as temporary staff.

5.19 Visitors

The member of staff responsible for the visitor is also responsible for that visitor's safety and welfare, and will ensure that all Health and Safety rules and procedures are followed.

5.20 Visiting Other Locations

Trust employees are required to take all reasonable precautions to ensure their own Health and Safety when visiting other locations. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.

5.21 Working at Height

The Trust recognises and accepts its responsibilities under the Working at Height Regulations 2005 and shall as far as reasonably practicable ensure:-

- all work at height is properly planned and organised.
- all work at height takes account of weather conditions that could endanger Health and Safety .
- those involved in work at height are trained and competent.
- the place where work at height is done is safe.
- equipment for work at height is appropriately inspected.
- the risk from fragile surfaces is properly controlled
- the risk from falling objects is properly controlled.
- take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

6 Monitoring

6.1 The Trust undertakes a full programme of monitoring:

Pro-Active – Checks to ensure that the standards set out in the Health and Safety manuals are being delivered on site .

Reactive – Analysing and learning from accidents and incidents.

6.2 Pro-Active Monitoring

- Monthly formal Pro-Active performance monitoring is undertaken at each site.
- each Pro-Active monitoring report produces an ‘action sheet’ at the site visited. The site manager and site liaison allocate responsibility for implementing each action point. This is then monitored for completion by the Estates and Facilities Manager and Health and Safety Manager.
- the results of each Pro-Active monitoring are reported to the Trustees’ Health and Safety Committee should any significant Health and Safety issues requiring attention be discovered.
- a copy of the site’s report and action sheets are retained on the Estates and Facilities Health and Safety Portal for future reference, with the implementation and progressive completion recorded on it.

6.3 Reactive Monitoring

- each site maintains accident / incident and near miss records on the Estates and Facilities Health and Safety Portal.
- Site Manager and Health and Safety Liaisons analyse and report at 3 monthly Health and Safety forums on previous period’s accident and incident records, using a group wide format, to the Estates and Facilities Manager and Health and Safety Manager. Actions are defined to achieve future accident prevention.
- these decisions are recorded in the Health and Safety forum minutes, copies of which are retained on the Estates and Facilities Health and Safety Portal. Subsequent implementation is monitored by the Estates and Facilities Manager.

7. Audit and Review

7.1 Audit

- each site is externally audited at least once every 3 years.
- audit reports are copied to the Estates and Facilities Manager and the Health and Safety Manager.

- upon receipt of an audit report, the Estates and Facilities Manager will liaise with the Site Managers and Health and Safety Liaisons to agree the action programme to implement the report's findings and manage and record the implementation of the action programme.

7.2 Review

- the responsibility for reviewing the Trust's Strategy for Health and Safety Management is that of the Trust Health and Safety Committee.
- the Trustees are guided in this task by the Trust's Health and Safety Manager.
- the CEO is responsible for the Trust's commitment to continuous improvement and is assisted in this with advice, assistance and assurances of compliance to the health & safety policy by the health and safety manager.

7.3 Quality Management System

A rolling review programme is in place as follows:

Health and Safety Management System Manual 'A'

This is reviewed and revised annually on a 2 year rolling programme as follows:

Section 1	For publication each January
Sections 2 – 8	For publication in March (odd years)
Sections 9 – 14	For publication in September (odd years)
Sections 15 -19	For publication in March (even years)
Sections 20 onwards	For publication in September (even years)

Risk Assessments Manual 'B'

The contents are evaluated annually in September at each site and the individual site risk assessments are formally reviewed each October.

COSHH Manual 'C'

This is reviewed and updated each May.

Fire and Evacuation Manual 'D'

This is reviewed annually each January.

Training Manual 'E'

This is reviewed annually in February.

Educational Visits Manual 'F'

This is reviewed annually in June.

7.4 Policy Changes

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

The Priory Federation of Academies Trust Health and Safety Policy

This Policy has been approved by the Health and Safety Strategy Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.