

Health, Safety and Fire Policy



The Harpur Trust Health & Safety Policy

1 Statement of Intent

- 1.1 The Trustees of the Harpur Trust recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable the health, safety and welfare of all employees of the Harpur Trust and the pupils at the Trust's schools. They also recognise the duties required by the Act towards the public, contractors and any other visitors to its premises.
- 1.2 The Trustees accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and approved Codes of Practice. It is considered by the Trustees that health and safety is an important responsibility.

2 Organisation

The Trustees accept full responsibility for health and safety within Trust premises and associated with Trust activities. They will constantly monitor the effectiveness of the implementation of this Policy and will review the Policy on an annual basis. The Trustees will ensure that any changes in this Policy will be drawn to the attention of all employees.

For administrative purposes the responsibilities of the Trustees are devolved to specific committees accountable to the Trustees for the implementation of their policies.

School Governing Bodies (SGB) – The School SGBs oversee the operation of each of the schools within the Trust, including ensuring effective compliance with health and safety regulations and having sub-committees which report to the SGB on termly basis.

Endowment Committee – This committee oversees endowment activities. It also has responsibility for oversight of the Trust's London Estate and the Pilgrim Centre site.

Community Committee – The Community Committee has oversight of the community programmes, including almshouses. As these are no longer operational properties and the health and safety risks associated with these are covered by third parties.

Schools Committee – This Committee will receive annual assurance statements and exception reports from Heads and SGBs, the Trust office and Pilgrim Centre, for Health and Safety, including compliance with the Trust's Health and Safety Policy.

In order to achieve the objectives of the Trust's Health and Safety Policy, the Harpur Trust Office, the Pilgrim Centre and each of the Trust Schools have prepared and will maintain their own Health and Safety Policy documents. The London Estate is let on full repairing and insuring terms and health and safety is therefore the responsibility of each respective tenant.

The relevant committee of the Trust will ensure that these policies exist, are up to date and that appropriate organisational arrangements are implemented. Each committee will report to the Board on an annual basis, in the summer term, on health and safety matters.

The school Governing Bodies delegate the day to day implementation of health and safety policy to a health and safety sub-committee. The sub-committee reports on a termly basis to the SGB and also on any occasion when, for whatever reason, professional advice has not been followed.

3 General Duties

The Trustees will ensure that they take all such steps as are reasonably practicable to:

- 3.1 provide a safe place for employees and pupils to work and conditions, which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance together with safe means of entry and exit and to protect all employees, pupils and visitors in so far as they come into contact with foreseeable hazards;
- 3.2 provide and maintain a safe and healthy working environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- 3.3 provide supervision, training and instruction so that all employees and pupils can perform their work activities in a healthy and safe manner. All employees will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities;
- 3.4 develop safety awareness amongst all employees and pupils and as a result of this create individual responsibility for health and safety at all levels;
- 3.5 provide a safe environment for all visitors and users of the Trust's premises bearing in mind that such visitors may not necessarily be familiar with certain aspects of the Trust's activities;
- 3.6 ensure safe arrangements for the handling, storage and transport of articles and substances, necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- 3.7 arrange and review systems of risk assessment to allow the prompt identifications of potential hazards;
- 3.8 collate accident and incident information and when necessary, carry out investigations;
- 3.9 ensure that any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- 3.10 control the activities of all contractors on the Trust's premises. This will be achieved in part by demanding copies of the Contractor's own Health and Safety Policy at the tender stage, appointment of a Principal Designer in writing and, at an appropriate time, the appointment of a Principal Contractor when required and the implementation of a Permit to Work scheme;
- 3.11 encourage full and effective two-way consultation on health and safety matters by using the management structure within the Trust and its subordinate organisations;
- 3.12 ensure that this Policy is used as a practical working document and that its contents are publicised fully;

3.13 review annually the details of this Policy and to keep it in line with changes in current legislation.

4 Competent Advice

To these ends the Trust will obtain the necessary legal technical and practical safety assistance and information from independent safety consultants and the retained Health and Safety Advisor as appropriate.

Signed  (For the Trustees)
Chair of the Trust

Date 18 January 2024
Reviewed 10 November 2023
Next Review by 1 November 2024

This Health and Safety Policy Statement has been designed to comply with the Statutory Obligations placed upon the Harpur Trust and the Governors of Bedford Modern School as an Employer under the Health and Safety at Work Act 1974, section 2 (3).

Statement of Intent

The Trustees of the Harpur Trust recognise that under the above Act they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their Employees and that they also have duties towards students, the public and visitors to School premises. The Chairman of the Harpur Trust has responsibility for Health and Safety at Bedford Modern School and delegates the implementation of policy to the Bedford Modern School Committee who in turn have nominated the Director of Finance and Operations as Director of Safety.

So far as is reasonably practicable, the Governors will take all steps within their power to meet these responsibilities, paying particular attention to the following provisions of the Act:

- To provide a safe place for employees and students to work and conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance together with safe means of entry and exit and to protect all employees, students and visitors in so far as they come in to contact with foreseeable hazards
- To provide and maintain a safe working environment for all employees and students with adequate facilities and arrangement for their welfare
- To provide all employees and students with information, instruction, training and supervision that they require to work in a safe, healthy and efficient manner
- To ensure safe arrangements for the handling, storage and transport of articles and substances, necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- To develop safety awareness amongst all employees and students, and as a result, create individual responsibility for Health and Safety at all levels
- To arrange and review systems of risk assessment to allow the prompt identifications of potential hazards
- To collate accident and incident information and when necessary, carry out investigations
- To provide a safe environment for all visitors to the School's premises bearing in mind that they may not necessarily be attuned to certain aspects of the School's environment
- To review constantly the Health and Safety Policy and to keep in line with current legislation

Consultation

The School encourages full and effective two-way consultation on Health and Safety matters by utilising the Management Structure of the School and Health and Safety Committee. It is the responsibility of the individual Heads of Faculty / Subject to circulate the information within their area and to all members of their Staff.

Health and Safety Advice

Suitably trained and competent persons will be retained by the School to provide the necessary Health and Safety advice and assistance to the Director of Safety (Director of Finance and Operations). Independent consultants may be used to provide this service.

Employee Obligations

Employees have obligations under Section 7 and 8 of the Health and Safety at Work Act 1974.

They are required to:

- Take reasonable care of themselves, colleagues and other persons such as students and visitors who may be affected by their acts or omissions whilst at work.
- The Act prohibits employees from interfering with or misusing any equipment provided to aid Health and Safety.
- All employees shall use any such equipment that their employer has provided to aid Health and Safety.
- Abide by the School's rules including adherence to the School 'No Smoking' Policy that is applicable to the site in its entirety.

Summary

The Governors accept their duties as outlined above and it will be their policy to promote standards of health, safety and welfare that comply fully with the Health and Safety at Work Act and Regulations.

The Governors consider that Health and Safety is a responsibility at least equal in importance to that of any other function in the School.



Shirley Jackson
Chair of Governors

Date 08 October 2024