



# 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 on..... 10 November 2023.....

Next Review by..... 1 November 2024.....

Controlled Document Template:

<b>Date of Review</b>	<b>Amendment/Reason for Review</b>	<b>Authorised By</b>
18.01.2024	No material amendments have been made to the duties in the policy, although the organisation section has been updated to reflect the changes following the governance review.	Board Meeting 18.01.2024

Linked to:

HTO library

Every Policy Document System

HR shared drive

iTrent: Experience template & Company News Policies (HTO)