



## **Health and Safety Policy**

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### **PART 1**

#### **Health and Safety Policy Statement**

##### **1.1 Introduction**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Parkfield School's Board of Governors, the Directors of Parkfield Education Trust and those in control of Parkfield School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974, ([www.hse.gov.uk/legislation/hswa.htm](http://www.hse.gov.uk/legislation/hswa.htm)).

##### **1.2 Statement of Intent**

- a. The Board of Governors regards the promotion of health and safety at work to be of the utmost importance for all staff, students and visitors to the School. It is the School's policy to ensure that every reasonable step be taken to prevent injury and ill health to staff, students, other service users and the general public in the pursuance of their employment or other activities.
- b. The School will ensure its intent as stated in Section 1.2(a) above by:
  - assessing and controlling risk as part of the day-to-day management of school activity;
  - providing and maintaining safe, healthy and secure working conditions and training and instruction so that staff are able to perform their various tasks safely and efficiently;
  - ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the School, and during out-of-school activities and:
    - periodic review of the Safety Policy as school activities and the associated risks change.
- c. All staff employed within the School have a legal obligation to co-operate in the operation of this Policy by not interfering with or misusing equipment that has been provided in the interests of health and safety. Failure to co-operate with this Policy will be regarded as

misconduct and may be dealt with in accordance with the School's disciplinary proceedings.

- d. All employees within the School have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:
- complying with safety procedures, whether written or brought to their attention by other means, for their own protection, protection of those under their supervision and others who may be affected by their actions;
  - reporting any incident to the Business Manager which has led, or could have led to damage or injury; and
  - assisting in any investigation with regards to accidents, dangerous occurrences or near misses.
- e. In accordance with the Safety Organisation set out in Part 2 of this Policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility.

## **Health and Safety Policy**

### **PART 2**

## **2. Safety Organisation**

### **2.1 Objectives**

The objectives of the School's Health and Safety Policy are:

- to promote high standards of health, safety and welfare in compliance with the Health and Safety at Work Act 1974, and other statutory instruments and approved codes of practice;
- to ensure that places and methods of work are safe and healthy by compliance with the arrangements detailed in Part 3 and other arrangements and procedures which are adopted from time to time as required by changing circumstances;
- to protect all personnel, students, members of the general public visiting the school or contractors and their employees, from any foreseeable hazards;
- in so far as is reasonable and practicable, ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety;
- ensure a safe and healthy working environment for all staff and that there are sufficient facilities and arrangements for their welfare;
- ensure that awareness with regards to all aspects of safety is fostered by all staff;
- ensure staff are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and that staff co-operate in all-aspects with regard to safety; and ensure that full and effective consultation on all health and safety matters is encouraged.

### **2.2 Responsibilities**

**2.2.1** The Governors, as employers of the staff in the School, have overriding responsibility for the health and safety in the School.

**2.2.2** The responsibilities of individuals within the School are as follows:

- Board of Governors: The ultimate responsibility for all aspects of health and safety at work within the School rests with the Board of Governors through the Safety Organisation detailed in this document.
- Principal: The Principal is responsible for the effective implementation of the Policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.
- The School Business Manager: The School Business Manager is the advisor to the Principal on health, safety and welfare within the School and is the designated Health and Safety Officer and safety advisor (the "Safety Advisor"). The Business Manager is also to advise all staff in meeting their individual responsibilities with respect to health and safety at work. As the Health and Safety Officer, the Business Manager will ensure that there is a system established for the management of health and safety, keep up to date with health and safety issues and changes in requirements and will produce an annual report on health and safety performance to be reviewed by the Board of Governors as part of their monitoring process. The Business Manager will keep all health and safety guidance issued from the Education Advisory Service or other relevant governmental bodies in the office, clearly labelled.

- **Line Manager:** All faculty / department heads and administrative managers are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the Safety Advisor so that the associated risks are assessed and any precautions deemed necessary are implemented
- **Teachers and all other members of staff:** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and all other members of staff. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and students under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- **Students:** Students have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the School and members of the public. They are required to co-operate with members of staff, safety representatives and the Safety Advisor, and adhere to safety guidance given, in helping to maintain standards of health and safety within the School.
- **Safety Representatives:** Heads of faculty and the Business Manager are to nominate Safety Representatives to represent their area(s) of responsibility. It is the responsibility of Safety Representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) or responsibility.
- **Safety Committee:** A Safety Committee will be formed which will be comprised as detailed in Section 2.2(c). The Safety Committee is to monitor health and safety performance school wide and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors:** It is the responsibility of all contractors and their employees to read and comply with the Policy.

**2.2.3** The Safety Committee shall be comprised of the following members:

- Business Manager (Safety Advisor)
- Union Representatives
- Link Governor
- Principal, as Chair

The Safety Committee will meet as deemed necessary but not less than twice annually.

**2.2.4** Under Section 2(7) of the Health and Safety at Work Act 1974, the Safety Committee have the function, in consultation with the staff and students they represent, of keeping under review the measures taken to ensure the health and safety at work of the School's employees and students.

The Safety Committee's specific functions will include:

- the study of accident and notifiable disease and trends, so that reports can be made to the Board of Governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- examination of safety audit reports on a similar basis;

- consideration of reports and factual information provided by inspectors of the enforcing authority;
- consideration of reports which Safety Representatives may wish to submit;
- assistance in risk assessment and the development of school safety procedures and safe systems of work;
- monitoring the effectiveness of safety procedures and the safe systems of work;
- monitoring the effectiveness of the safety content of employee training; and
- monitoring the adequacy of safety and health communication and publicity in the School.

### **2.2.5 Risk Assessments**

The responsibility of assessing and controlling risks rests with all staff within the School. However, risk assessment and training therefore, shall be performed in consultation with the Safety Advisor.

### **2.2.6 Training**

The Safety Advisor in consultation with Line Managers and Safety Representatives will be responsible for ensuring that all current and new employees receive any necessary health and safety training needed to safely carry out their duties. The Safety Advisor will ensure that a Staff Training Record will be kept for each employee of the School which details an historical record of any training received by a School employee prior to joining the School and all internal and external trainings received from the start of employment at the School. This record will be reviewed annually.

A Staff Training Record form will be kept and updated by the Business Manager  
The Safety Advisor will keep an up to date Training Matrix of all training and refresher training received by all School employees.

### **2.2.7 Critical Incident Management**

- In order to manage safely, effectively and consistently any critical incident that may arise or occur involving the School, its students or staff or the premises, the School will form a Critical Incident Management Team (the "CIMT") which will have primary responsibility for formulating and implementing a plan to effectively address any such situation.
- The CIMT should include the Principal, the SLT, the Business Manager and the Chair of Governors. Additional staff will be selected to fill a diversity of roles that will be required to manage the situation, for example:
  1. Pastoral / Operations manager
  2. PA to the Principal
  3. Receptionists
  4. Administration support
  5. SENCo
  6. Staff to brief parents
- The CIMT will formulate and review annually, a School Emergency Plan and a School Business Continuity Plan.
- The Business Manager will ensure that an up-to-date School Crisis Kit will be assembled and stored in reception.

## **PART 3**

### **3. Safety Arrangements**

#### **3.1 Introduction**

**3.1.1** The safety arrangements set out below are for the information, guidance and compliance of all staff in the School.

**3.1.2** Health and safety are integral parts of management. They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

**3.1.3** In carrying out their normal functions, it is the duty of all heads of faculty/areas to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as follows:

- providing and maintaining safe equipment and safe systems of work;
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles;
- providing the necessary information, instruction, training and supervision to ensure all staff are aware of their responsibilities for safety;
- providing safe places of work with safe access to, and egress from, them;
- providing a safe and healthy working environment;
- providing a system for rapidly identifying and remedying hazards; and where hazardous conditions cannot be eliminated, providing suitable guidance, protective clothing and equipment.

More specific arrangements are set-out below and which will be supplemented from time to time as necessary to address new risks.

**3.1.4** All staff have a statutory duty to co-operate in fulfilling the objectives of the Board of Governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

**3.1.5** Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their heads of faculty/area or Business Manager

**3.1.6** No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

#### **3.2 Specific arrangements for Health and Safety**

##### **3.2.1 Accident Reporting:**

- Any accident or injury is to be reported to the Business Manager by the person or persons involved in the accident, or by the head of faculty/area and entered in the accident report book, (either the student accident book or the staff accident book).
- Accident books are held in Reception along with guidance for Accident/Incident Investigating and Reporting.
- The Business Manager is to ensure that the Board of Governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable,
- follow the requirements of current legislation (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

### **3.2.2 Accident Investigation:**

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the head of faculty/area. They in turn are to report the incident to the Business Manager.
- The Business Manager is to conduct an immediate investigation into the incident in order that the cause of the incident can be identified and measures can be taken to prevent a recurrence.
- Investigations are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- The Chair of the Safety Committee (the Principal) is responsible for the coordination of any such investigations.
- All contractors who have been directly employed by the School must ensure that accidents involving their staff are reported to the Business Manager as well as their own reporting chain.

### **3.2.3 Reporting Procedures**

Any practice or condition that is likely to have an adverse effect on health and safety of staff, or damage to equipment or property, is to be reported to heads of faculty/area. Such reports are to be recorded.

### **3.2.4 Out of School Activities**

All staff that arrange or actively participate in school visits or out of school activities must refer to the good practice guide issued by the DfE and shall follow the internal procedures detailed in the Health and Safety of Students on Educational School Visits Policy.

### **3.2.5 Emergency School Closures**

Closing the school in the case of an emergency or a serious risk to Health and Safety will follow Local Authority and DfE policy, procedures and guidelines.

### **3.2.6 Safe Working Procedures**

Heads of faculty /area must ensure that the safe working procedures detailed below are developed thoroughly within their area.

- assessing the tasks;
- identifying the hazards;
- defining a safe method;
- implementing the system; and
- monitoring the system.

Once developed, safe-working procedures must be promulgated to protect all staff working within their area(s) of responsibility from dangers to their health and safety. All employees must familiarise themselves with established procedures and ensure that staff under their control are fully conversant with these procedures.

### **3.2.7 Defective Tools and Equipment**

- All defects found in hand tools, power tools or any other equipment, must be reported immediately to the head of faculty/area, who in turn will apprise the Business Manager of the details.
- The equipment concerned shall be withdrawn from service, clearly marked as unsuitable for use, and isolated in an area where it cannot be re-issued for further use until the appropriate repair has been made.

### **3.2.8 Means of access**

- When using access equipment such as ladders, crawling boards, etc. the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

### **3.2.9 Machinery**

All heads of faculty/area, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation:

- The Factories Act 1961: Safety (General Provisions)
- The Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test & Examination, etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

### **3.2.10 Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors, stairways, and passageways unobstructed;
- Ensure shelves in storerooms are stacked neatly and not overloaded;
- Keep floors clean; and
- Do not obstruct emergency exits.

### **3.2.11 Electrical equipment**

- Portable electrical equipment should be PAT tested by a qualified person annually.
- Only authorised and fully qualified staff are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.

- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

### **3.2.12 Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all staff must ensure that adequate precautions are taken to prevent injury to health. No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances: Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the Safety Advisor. The user department is to be in possession of a Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to Business Manager.

### **3.2.13 Skin infections and Hand Care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work, it provides a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **3.2.14 Smoking**

- Smoking is not permitted anywhere in the School or the School grounds or within the immediate vicinity of the School.

### **3.2.15 Consumption of Food**

- Food is only to be consumed in the dining halls and other designated areas.

### **3.2.16 Emergency Services**

- Fire, police or ambulance services can be contacted by dialling 999 from the classrooms and all other phones and asking for the service required.
- There is a First Aider on call within the School situated at reception during School hours and other designated first aiders, including paediatric first aiders, are available throughout the School. Please refer to Administration of Medication in School Policy.

### **3.2.17 Noise**

- Where noise cannot be controlled at source all staff are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### **3.2.18 Fire prevention**

- All staff should be familiar with the School's Fire Procedure.
- All classrooms shall have notices identifying the evacuation route and assembly area to be used.
- Staff are responsible for knowing the locations of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.

- The most important part of fire control is prevention. It is with this in mind that all staff are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

### **3.2.19 Visitors**

- It is the duty of all staff within the School to ensure the health and safety of all visitors to the School.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

### **3.2.20 Contractors**

- Contractors working within the school are required to comply with the working rules as issued by this School. Any breach of these rules is to be reported to the Business Manager.

### **3.2.21 Use of Vehicles**

- Only those persons authorised, in possession of the appropriate license and who have been approved by the Business Manager, are to drive the School mini bus on School business.

### **3.2.22 Manual handling of loads**

- Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.
- Health and Safety information and advice is available on all aspects of health, safety and welfare from the Business Manager.

### **3.2.23 Lone Working**

- The School needs to be aware of the dangers of lone working and have in place actions to reduce these dangers. If required the use of mobile phones or two way radios should be used.
- Lone workers should not use the lift.

### **3.2.23 Stress/Violence and Aggression in the Work Place**

- The School shall comply with the Borough Council's Policy/Guidance for managing pressure and reducing stress in the workplace.

Additional arrangements and associated policies will be appended as they are developed out of risk assessments carried out in accordance with this policy