



The Parks School

Health & Safety Policy

“Our mission is to **inspire** growth, **nurture** potential and **support** one another with **passion**, upholding **integrity** and fostering **respect** whilst promoting **empowerment** with everything we do”

REVIEW PROCEDURES

The Health and Safety Policy for The Parks School will be reviewed regularly and revised as necessary.

THE PARKS SCHOOL

The Parks School recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the School.

We are committed to:

- a) Providing a safe and healthy working and learning environment.
- b) Preventing accidents and work related ill health.
- c) Meeting our legal responsibilities under health and safety legislation as a minimum
- d) Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e) Ensuring safe working methods and providing safe work equipment.
- f) Providing effective information, instruction, training and supervision.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the school.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Directors, staff and pupils will play their part in its implementation.

INTRODUCTION

In order to achieve compliance with the Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy. This general statement of policy is made in accordance with the requirements of the *Health and Safety at Work Act 1974*. The Parks School through its Headteacher and Directors recognises fully its responsibilities for the health, safety and welfare of The Parks School staff and all others who may be affected by its work. The health, safety and welfare of The Parks School staff is considered to be a high priority. Inspire Training & Education Services will also ensure that adequate resources are available to carry out this policy

THE BOARD OF DIRECTORS

The Board of Directors is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) The Head is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

THE HEADTEACHER

Reporting to the Principal Director / Proprietor, the Head has the overall responsibility for ensuring that the health and safety policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) He/she will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) He/she provides the final authority on matters concerning health and safety at work.
- c) The Head will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- d) They delegate specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Headteacher.

THE MANAGER/OFFICER RESPONSIBLE FOR HEALTH AND SAFETY

The Headteacher and Proprietor, working alongside with the maintenance team are NEBOSH trained and act as the Health and Safety Lead for the organisation and he will advise the school on health and safety policy. Acting for and on behalf of the company, he has the responsibility for implementing and monitoring the policy, principally through the Directors.

They will achieve this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.

- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Board of Directors on the health and safety performance of the school is completed termly.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes the Senior Management Team, Teachers and Teaching Assistants. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head for the application of the health and safety procedures and arrangements.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them and refer to the Head any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents are investigated appropriately.
- i) Include health and safety in the annual report for the Headteacher.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary e.g. safety goggles when carrying out any experimental work.
- e) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- i) Regularly check their classrooms for potential hazards and report any observed to the Head or Lead Teacher.
- j) Report all accidents, defects and dangerous occurrences to the Head.

OBLIGATIONS OF THE TEACHERS INVOLVED IN DELIVERING FOOD TECHNOLOGY

The Teachers are responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Head or Lead Teacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

OBLIGATIONS OF ALL EMPLOYEES

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Board of Directors, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the schools health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

ACCIDENT AND INCIDENT REPORTING

All staff are required to ensure that all accidents are reported to the Head (or designated responsible person) who will ensure that the accident is investigated and reported to the Board of Directors and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

CONTRACTORS

The on-site management team and directors are responsible for the selection and management of contractors in accordance with the school policy.

CURRICULUM SAFETY (*INCLUDING OUT OF SCHOOL LEARNING ACTIVITIES*)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

EDUCATIONAL VISITS AND JOURNEYS

The Lead Teacher and Pastoral Manager are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with (See Educational Visits Policy).

ELECTRICAL SAFETY

The Headteacher is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

They will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Head or Lead Teacher. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head.

FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

The Head is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed.
- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every half term.

- e) The preparation of specific evacuation arrangements for staff and/or pupils with special needs.
- f) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- g) The maintenance and inspection of the fire-fighting equipment.
- h) The maintenance of exit/escape routes and signage.
- i) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

FIRST AID

The names of the school's qualified First Aiders are displayed on the notice board in reception. First Aid supplies are kept with the Headteacher, and it is their responsibility to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

HAZARDOUS SUBSTANCES

The Headteacher is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. This is carried out in coordination with the school's cleaning company.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head. Staff members will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

A COSHH record of substances used in the routine maintenance and cleaning of rooms/surfaces/windows etc, is kept on file and available to any staff who may require information about any product.

INCLUSION

The Parks School complies with the school's policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Head is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head.

LONE WORKING

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours should notify the Head or Lead Teacher of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

MANAGING MEDICINES & DRUGS

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Head if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

MAINTENANCE AND INSPECTION OF THE SCHOOL & EQUIPMENT

The detailed arrangements for the maintenance and inspection of equipment are overseen by the Headteacher with the Company Maintenance Manager, M. Douglas.

Where any maintenance works are required this will be planned wherever possible to be completed during holiday periods. On-going maintenance and building updates will be scheduled in for the end of each term.

All faulty equipment must be taken out of use and reported to the Head or Leader Teacher. Staff must not attempt to repair equipment themselves.

RISK ASSESSMENTS

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher is responsible for undertaking general risk assessments with the exception of the areas listed below.

Teaching leads will undertake risk assessments for their specialist areas including maintenance and cleaning.

The Headteacher will ensure that risk assessments are completed by all staff who organise and lead school visits / trips.

SECURITY/VIOLENCE

The Pastoral Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head / Deputy Teacher.

SITE MAINTENANCE

Danny Leyland is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head / Lead Teacher.

All staff are responsible for reporting any damage or unsafe condition to the Headteacher immediately.

SMOKING

It is illegal to smoke anywhere on the school premises (and this includes E-cigarettes).

STAFF TRAINING & DEVELOPMENT

The Head is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

STRESS

The Senior management team and Head are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

VISITORS

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. fragile roofs.