

## **PARK SCHOOL (INCLUDING PARK SCHOOL NURSERY)**

### **11 HEALTH AND SAFETY POLICY**

#### **1 STATEMENT OF INTENT**

- 1.1 Park School (Bournemouth) Ltd, and its Directors as the Proprietor will meet the responsibilities under the Health and Safety at Work Act and other Health and Safety legislation to provide, as far as is reasonably practical, safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the Health and Safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this Health and Safety statement.
- 1.2 The Proprietor will ensure that effective consultation takes place with all employees on Health and Safety matters and that individuals are consulted before allocating particular Health and Safety functions to them. (The School's Health and Safety Committee meet at least once a term or as required.)
- 1.3 Where necessary the Proprietor will seek specialist advice to determine the risks to Health and Safety in the establishment and the precautions required to deal with them.
- 1.4 The Proprietor will provide sufficient information and training in Health and Safety matters to all employees in respect to the risk to their Health and Safety.
- 1.5 The Proprietor requires the support of all staff to enable the maintenance of high standards of Health and Safety in all the schools' activities.
- 1.6 This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

#### **2 OTHER SOURCES OF HEALTH AND SAFETY INFORMATION:-**

- The Health and Safety Law Poster which is sited in the staff room
- Other school policy documents
- Risk Assessments
- Educational Visits Policy Document/Risk Assessments
- Park School Staff Welcome Guide
- Park School Parents' Handbook
- Asbestos/Water Management/Fire/COSHH Logs

#### **3 ORGANISATION**

- 3.1 The School's Health and Safety Committee comprises of
  - The Headteacher: Mrs M Dowler
  - The Chairman of the Board: Mr A Main
  - The Bursar: Mrs C Pouncett
  - The Health and Safety Officer: Mrs A Passmore
  - The Site Manager: Mr S Main
- 3.2 The Committee is chaired by the Bursar and minutes of the Committee meetings are kept in the Health and Safety Log in the Health and Safety Office and on the school shared resources drive.

#### **4 RESPONSIBILITIES**

- 4.1 The Proprietor, Park School (Bournemouth) Ltd, is responsible for:
  - The formulation and ratification of the establishment's Health and Safety Statement and Health and Safety Policy;
  - Regularly reviewing Health and Safety arrangements (at least annually) and implementing new arrangements where necessary;
  - Ensuring that the site and premises are maintained in a safe condition;

- Ensuring that risk assessments are made and recorded of all the schools' work activities including those off site which could constitute a significant risk to the Health and Safety of employees or other persons;
- Ensuring that the statement and other relevant Health and Safety documentation is drawn to the attention of all employees;
- Prioritising action on Health and Safety matters, seeking further advice where necessary and ensuring that appropriate action is taken;
- Promoting high standards of Health and Safety within the establishment;
- Active and reactive monitoring of Health and Safety matters within the school including Health and Safety inspection reports and accident reports;
- Monitoring contractors, ensuring that only competent, approved contractors are engaged to work on the school site and ensuring they consult the asbestos log;
- Seeking specialist advice on Health and Safety matters where appropriate.

4.2 The Bursar is responsible for Health and Safety governance and oversight within the School on behalf of the School Board.

4.3 The Headteacher is responsible for:

- Contributing to the day to day management of Health and Safety matters in the establishment in accordance with the Health and Safety Policy and ensuring the Health and Safety arrangements are carried out in practice;
- Ensuring that information received on Health and Safety matters is passed to the appropriate people;
- Identifying staff Health and Safety training needs and recommending options to the Health and Safety Officer;
- Monitoring the establishment's Health and Safety standards and ensuring an ethos whereby Health and Safety is given the necessary importance across the staff team.;

4.4 The Site Manager is responsible to the Bursar for:

- Monitoring contractors on site.
- Monitoring and approving any working at height.
- Jointly with the H&S Officer, monitoring, purchasing and maintenance of equipment and materials and ensuring that they comply with current Health and Safety standards;
- Ensure that all regular checks are carried out in a timely manner and are recorded appropriately in the various logs held in the Bursar's office.
- Contributing to the day to day management of Health and Safety matters in the establishment in accordance with this policy and ensuring the Health and Safety arrangements are carried out in practice;

4.5 The Health and Safety Officer is responsible to the Bursar for:

- Leading the day to day management of Health and Safety matters in the establishment in accordance with the Health and Safety Policy and ensuring the Health and Safety arrangements are carried out in practice;
- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Promoting Health and Safety matters throughout the school and assisting the Bursar in the implementation of the School's Health and Safety Procedures;
- Drawing up the establishment's Health and Safety action plans and agreeing them with the Bursar;
- Providing feedback on Health and Safety matters to the Health and Safety Committee;
- Ensuring that Health and Safety Logs are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;

- Arranging termly Health and Safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Committee.
- Ensuring appropriate procedures for authorisation of school visits is followed in terms of Risk Assessment and Health and Safety considerations;
- Providing Health and Safety induction training for all staff;
- Keeping staff Health and Safety training records up to date;
- Ensuring (jointly with the Site Manager) that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Ensuring that comprehensive risk assessments are carried out, recorded, brought to the attention of staff and regularly reviewed as appropriate.
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4.6 Subject Co-ordinators are responsible for:

- The day to day management of Health and Safety within their subject in accordance with the Health and Safety policy;
- Drawing up and reviewing subject policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular Health and Safety monitoring inspections of their subject department and making reports to the Health and Safety Officer where appropriate;
- Ensuring follow up and remedial action is taken following Health and Safety inspections;
- Arranging for the appropriate subject specific Health and Safety training to be provided to all staff as required;
- Passing on Health and Safety information received to the appropriate people;
- Acting on Health and Safety reports from above and below in the hierarchy.

4.7 All staff have responsibility to:

- Take reasonable care for the Health and Safety of themselves and others when undertaking their work;
- Read and follow any Health and Safety policies/ advice/ risk assessments. Employees will be asked to confirm they have read and understood any documents circulated;
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use and informing the subject co-ordinator if any piece of equipment needs repairing or replacing if unsafe;
- Ensuring that any equipment found to be unsafe is immediately placed out of the reach of children;
- Ensuring safe working procedures are followed, including following/creating appropriate risk assessments and any control measures are implemented;
- Co-operating with the Health and Safety Committee on all matters relating to Health and Safety by complying with the Health and Safety policy, and completing and required training;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Reporting immediately to the Bursar/Health and Safety Officer any serious or immediate danger;
- Reporting to the Bursar/ Health and Safety Officer any shortcomings in the arrangements for Health and Safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Participating in Health and Safety inspections and the Health and Safety committee where appropriate.

## 5 EMERGENCIES

- 5.1 The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Bursar, Health and Safety Officer and Site Manager are informed immediately and that, where appropriate, the emergency services are summoned. The Headteacher/Bursar/Health and Safety Officer/ Site Manager will liaise with the emergency services when they arrive, take advice from them and provide them with a copy of the building plans.
- 5.2 The Headteacher/Bursar/Health and Safety Officer/Site Manager are responsible for:
- Ensuring and supervising ( where appropriate ) the controlled evacuation of people from the building or the site to a place of safety,
  - Summoning of the emergency services
  - That a roll call is taken at the assembly point
  - That no-one attempts to re-enter the building until the all clear is given by the emergency services.

**Note: The priorities are as follows:**

- **to ensure the safety of all persons, their removal from danger, their care and the application of First Aid and medical treatment where appropriate;**
- **to call the emergency services when appropriate;**
- **to safeguard the premises and equipment, if this is possible without putting persons at risk.**

- 5.3 The Health and Safety Officer is responsible for arranging, recording and monitoring emergency drills at least once per term.
- 5.4 Details of the locations of all hazardous and flammable substances on site in case of emergency are kept in the COSHH file in the Site Manager's office.
- 5.5 The School has an up to date Fire Risk assessment located in the Health and Safety Office. This will be reviewed annually.
- 5.6 Fire safety systems are tested according to regulations and the results of the tests are recorded. Records are kept by the Site Manager along with building plans showing the location of equipment.
- 5.7 All emergency firefighting equipment (for example, fire extinguishers, fire blankets, fire alarm systems, smoke detectors and emergency lighting systems) is checked regularly. Any faults noticed should be immediately reported to the Health and Safety Officer.

## 6 LOCATIONS OF MAIN SERVICE ISOLATION POINTS

Building plans (including the locations of the positions of all main service isolation points and the number/use of all rooms) are displayed inside the main entry points to each building and are also available from the Site Manager. These are updated annually or when there is a significant change.

## 7 ACCIDENT, DANGEROUS OCCURRENCE, VIOLENT INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or a near miss, or to whom one is reported, will make an entry on the appropriate form as soon as possible after the event as follows:

- Staff member: HSE accident form available from the office
- Pupil: a school accident form, available on the shared resources drive or from the Health and Safety Officer
- Near Miss/incident: Health & Safety Log form, available in the staff room or from the Health and Safety Officer

Completed forms are given to the Health and Safety Officer who will liaise with the Bursar/Headteacher, monitor accidents and incidents to identify trends and patterns, and notify the members of the Health and Safety Committee of any repairs / changes that need to be made. The Headteacher will also compare these records with the First Aid, Safeguarding and Pastoral logs to identify any trends. These forms will be used to report any accidents/Dangerous Occurrences reportable under RIDDOR, to the HSE and OFSTED and Child Protection Agencies (EYFS). See Appendix 2 Section 4.6.

## 8 RISK ASSESSMENT

All staff are responsible for ensuring that any significant risks/hazards are identified and controlled or avoided. All risk assessments are reviewed annually or sooner if the risk changes.

## 9 MAINTENANCE OF SITE, PREMISES, HOUSE KEEPING AND HAZARD REPORTING

9.1 All staff must report any hazards or items needing maintenance, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to the Site Manager, Bursar or Health and Safety Officer.

9.2 Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

## 10 PREMISES SECURITY

All staff will follow the School Security guidelines as outlined in the Security/Visitor's Policy in the Policies folder on the Shared Resources Drive.

## 11 SEVERE WEATHER

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by the Headteacher/Bursar

## 12 HEALTH AND SAFETY TRAINING

12.1 The Health and Safety Officer is responsible for drawing to the attention of all employees the following Health and Safety matters as part of their induction training:

- Health and Safety Policy
- Risk Assessments folder on Shared Resources Drive **(Staff should send a reply when they have read risk assessment reviews.)**
- Education Visits Policy and procedure (if appropriate to their role)
- Premises Asbestos Log
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment associated with their Work Activity
- Procedures for Hazardous Substances
- Water Management Arrangements
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities associated with their Work Activity including manual handling, use of display screen equipment.

12.2 INSET - The Headteacher/Bursar will monitor the need for Health & safety training in consultation with the Health and Safety Officer. Training will then be arranged as required. Employees who feel that they

have need for additional Health and Safety training should consult the Headteacher/Bursar.

### 13 PARTICULAR HEALTH AND SAFETY AREAS AND THEIR CONTROL

The nominated person will ensure that:

- adequate and suitable risk assessments are carried out, followed and monitored,
- appropriate training is arranged,
- regular checks and maintenance of equipment are carried out

Any queries /further information requests are to be made to the nominated person or the Health and Safety Officer.

<b>Area</b>	<b>Nominated person</b>
Manual Handling	Site Manager
Working at height (inc. ladders)	Site Manager
Caretaking and Cleaning	Site Manager
Catering Equipment	Chef Manager
Building maintenance	Site Manager
Grounds Maintenance	Site Manager
First Aid	Health and Safety Officer
Fire/ Emergency evacuations	Health and Safety Officer
Science	Subject Co-ordinator
Design and Technology	Subject Co-ordinator
Art	Subject Co-ordinator
PE	Subject Co-ordinator
Outdoor Play Equipment	Site Manager
Mobile Staging and Seating	Site Manager
Pianos, Organs and Other Musical Instruments	Subject Co-ordinator
Portable Electrical Appliances	Site Manager
Display Screen Equipment (ICT)	Subject Co-ordinator
Display Screen Equipment (Office)	Bursar
Personal Protective equipment	Site Manager / Subject Co-ordinator
Hazardous Substances	Site Manager / Subject Co-ordinator
Asbestos	Site Manager
Transport	Site Manager
Noise	Headteacher
Waste Management	Site Manager
Educational Visits and Journeys	Health and Safety Officer
Insurance	Bursar
Bullying/Harassment	Headteacher / Bursar
Lone Working	Headteacher / Bursar
Occupational Health Services/Stress	Bursar / Headteacher
Hire of the premises out of school hours	Bursar
Visitors / School Security	Headteacher / Bursar / Site Manager
Supplies(Purchasing/Procurement and Deliveries)	Site Manager/ School secretary
Selecting/monitoring Contractors	Principal Administrator / Bursar / Site Manager

**Notes:**

- Staff must not bring onto the premises any portable electrical appliances unless they have been portable appliance tested.
- Suitable Personal & Protective Equipment will be provided, where identified as necessary in a risk assessment. A High visibility jacket will be worn by duty staff in the playground and when walking the children to outside venues.
- All employees are responsible for informing the Bursar as soon as they become aware of a need to repair or replace PPE, which they use.
- On arrival all visitors report to the office where they will be issued with:
  - an identification badge
  - relevant Health and Safety information
  - and will sign the visitor's book
- An employee seeing an unidentified person should act in accordance with agreed procedures in the Security/Visitor's policy.
- All visitors when leaving report to the office and:

- hand in their identification badge
- sign out in the visitor's book
- Park School has a NO SMOKING policy. All job applicants will be informed of the no smoking policy. No Smoking signs will be displayed in the school wherever required.
- Employees who are required to use their private vehicles for official business are responsible for providing copies of the vehicle insurance and MOT certificates. The vehicle must be fitted with a suitable seat belt for each passenger and appropriate child seats need to be used for children under 135cm height.

Signed  
(Headteacher)

Date

Signed  
(Bursar)

Date

Signed  
(Health and Safety Officer)

Date

Signed  
(Site Manager)

Date