

**Health & Safety**

**September 2020**

**Introduction**

The organisation and arrangements which support the Health & Safety Policy (day to day management of Health & Safety) are the responsibility of the Principal.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

For Park House School (PHS), the employer is Park House School Ltd.

The regulator for Health & Safety at work is the Health & Safety Executive (HSE). PHS follows a proportionate, common sense approach with regards to Health & Safety, which the HSE recommends.

The policy has 4 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Welfare

Part 4 - Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

**Part 1 - Health and Safety Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the SMT and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work etc. Act this school’s Directors will ensure so far as is reasonably practicable that:

* all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
* all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
* appropriate safe systems of work exist and are maintained;
* sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others; a healthy working environment is maintained including adequate welfare facilities.
* In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its’ activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

**Part 2 - Organisation and Responsibility**

Overall responsibility for health and safety in schools rests with the employer.

Regardless of anything stated above, all school SMT members have health and safety responsibility as the occupier of the premises. The Principal must make arrangements for ensuring the implementation of the health and safety policies for their employer arising out of their health and safety responsibilities.

**Organisation and Responsibilities for Health and Safety**

Duties and responsibilities for health and safety are assigned to Staff based upon the following suggested roles:

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| Proprietor and SLT | Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School’s health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.  |
| Business Manager and Health & Safety Officer | Develop the local plans to achieve school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area  |
| Health & Safety Officer | Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.  |
| Named Staff with Specific Responsibilities | Have the authority, independence and competence to advise the Principal, Directors and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.  |
| All Staff  | Irrespective of their position within the school organisation, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.  |

**The Proprietors have delegated the management of Health & Safety to the Business Manager.**

**The School Business Manager(SBM):**

* must ensure that the school has a structure in place to manage health and safety which includes planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management
* will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly
* must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

**As policy makers the school Directors:**

* must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given
* must ensure that sufficient competent persons are in place to advise the school on H&S issues
* are required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements
* ensure that the auditing of H&S takes place and that action plans are developed as a result of audit
* take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises
* determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process
* As part of their management of health and safety - identify a member of staff who can act as a Health and Safety Coordinator;
* ensure that these staff receive appropriate H&S training
* ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises
* ensure that suitable and sufficient training, instruction and information is provided when required
* set health and safety objectives as part of the school planning process
* develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff
* ensure that an annual Premises H&S Inspection is carried out
* draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly
* consult with staff as necessary on matters of health and safety which may affect them at work.

**The Health & Safety Officer will;**

* maintain an understanding of the Health and Safety Policies of PHS
* demonstrate commitment to the management of health and safety by:
	+ setting a good example to others
	+ promoting good practice
	+ identifying H&S problems and rectifying them if possible
	+ challenging poor H&S performance or attitudes
	+ communicating regularly about H&S
* be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners
* encourage participation in H&S and ensure that communication about H&S issues takes place
* assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated
* consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary
* supervise work adequately to ensure that good health and safety standards are maintained

Specific Staff act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

**The Health and Safety Coordinator must:**

* be familiar with the responsibilities laid down in the school Health and Safety Policy
* have the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers approval as necessary
* keep up to date with Health and Safety issues and changes by making use of resources provided by PHS to promote H&S at work
* follow all instructions issued by any member of staff in the case of an emergency
* ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
* inform any member of staff of any situation which may affect their safety
* **Part 3 - Detailed Arrangements and Procedures**

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

* accident reporting, recording & investigation (Who should be notified, who reports to the LA, how details are to be recorded, who undertakes investigation)
* the SBM is responsible for ensuring that an Incident Report Form is completed for a pupil or adult involved in any H & S incident
* any pupil or adult seen by a First Aider is recorded in the First Aid record sheet
* the SBM reviews the records to ensure that any required preventative actions are completed.
* the SBM is the Responsible Person for the Premises Asbestos Management Plan (PAMP)

**Contractors**

* Health & Safety information is shared prior to work beginning. The school also agrees safe working arrangements, risk assessments, the frequency of liaison meetings, the name of the person responsible for monitoring the work and the project manager.
* Staff are aware that they should report concerns to the SBM.

**Curriculum Safety**

* Teaching staff are required to ensure that there is an approved risk assessment for any unusual teaching activity taking place in school eg cooking. Risk assessments are stored in the School Office.
* School Visits are planned and are covered by the relevant risk assessments. These are signed off by both the SBM.

**Drugs & Medications**

* The school adheres to its Administration of Medicines policy.
* First Aiders administer any medicines where parents have made the appropriate arrangements and signed the appropriate forms giving permission for First Aiders to give their child medication.
* The Asthma Register is formally updated annually in September to ensure that all affected pupils are identified and have inhalers in school. Checks are made half-termly to ensure that all inhalers are in date.

**Electrical Equipment [fixed & portable]**

* All equipment is inspected visually by users prior to use.
* Portable Appliance Testing (PAT) takes place once a year where possible. Any defects are reported immediately and the appliance taken out of operational use until repaired or replaced.

**Training of Staff**

* All staff are informed about Health & Safety Procedures upon induction.
* Staff undertake online Health & Safety training

**Fire Precautions & Procedures**

* Paramount Fire Protection inspect the fire extinguishers annually. The Certificates of Conformity are stored in the Fire Safety Log Book which is kept in the admin office.
* The H&S officer is responsible for testing the fire alarm on a weekly basis and recording this on the appropriate form in the Fire Safety Log Book.
* The Fire Alarm/Fire Detection/Emergency Lighting systems are inspected annually by Paramount Fire Protection.
* Staff training in the use of fire fighting equipment is kept up to date and refreshed annually.
* Training/drills are carried out termly at different points in the school day.

**First Aid**

* Our designated First Aiders certificates are displayed in the big kitchen.
* First Aid Boxes are located around school. First aiders are responsible for checking and restocking First Aid Boxes.
* Any member of staff must contact the Ambulance Service should they be asked to do so by a First Aider. The most appropriate person at the time would accompany any pupil to hospital.
* All staff are trained in basic First Aid – this is refreshed annually.

**Glass & Glazing**

* All the glass in the newer parts of the school conforms to safety standards.
* All other glass is covered by a safety film.

**Reporting Health & Safety issues**

* Any Health & Safety issues are reported to primarily the SBM. If he is off site and it is urgent, it should be reported to other members of the Senior Management Team.
* The SBM is responsible for reporting to RIDDOR any incidents that are required to do so.

**Off Site Visits**

* Please refer to Off Site Activity Policy.

**Emergency Incidents**

* All staff are trained in basic First Aid and Fire Awareness. This includes understanding how to deal with an emergency incident.
* Staff should not put themselves in danger in an emergency incident, and should call the appropriate emergency service if it is deemed appropriate to do so. If not, they should inform the SBM immediately.

**Occupational Health**

* All staff who work with Display Screen Equipment will be assessed to ensure their workplace is suitable for them to carry out their work effectively and comfortably. Any suggested amendments will be made to cater for this.
* Where Occupational Health Assessments are required, we work with Natwest Mentor for the individual to be assessed and make amendments where possible.

**Workplace Safety**

* All staff are provided with Personal Protective Equipment (PPE) when required.
* Where work is carried out on school site during school time, appropriate signage and provision will be made to ensure safety standards are met (see Information and Guidance for Contractors)

**School Security**

* Please refer to the School Security Policy

**Slips, Trips and Falls**

* All staff should adhere to signage indicating a possible trip hazard
* When a hazard has been identified, staff should cordon off the area and report the hazard to the SBM immediately.

**Vehicle Movements**

* During school hours, the school gates are closed to prevent the unnecessary movement of vehicles on school grounds.
* Please refer to the Vehicle and Driving Policy.

**Asbestos Management**

* An asbestos survey was carried out in 2012 and no asbestos was identified. A visual inspection is carried out annually.
* If building/maintenance work is to be carried out at school, it is essential that the contractor carries out their own inspection prior to work being carried out (see Information and Guidance for Contractors document).

**Grounds - Safety/Security**

* Please see the School’s Safeguarding policy.

**Hazardous Substances (COSHH)**

* Hazardous substance are kept according to regulations in the cleaners store room which is locked.
* Hazardous chemicals are kept in a locked chemical store cupboard with appropriate COSHH folder.

**Housekeeping – Storage, cleaning & waste disposal**

* All staff are asked to keep storage areas tidy and resources are kept in covered boxes where possible.
* Fluorescent lighting tubes are disposed of in the approved manner.

**Handling & Lifting**

* Staff are required not to lift heavy items. Trolleys are provided for the moving of heavy items.

**Jewellery**

* The wearing of jewellery is discouraged in school.

**Lone Working**

* All members of staff are aware of lone working policy and procedures.

**Poster on Health and Safety Law**

* The Health & Safety Poster is displayed in the Staffroom.
* It is the responsibility of the SBM to keep it up to date.

**Personal Protective Equipment**

* Aprons are worn by staff when changing wet or soiled children and when dealing with bodily fluids.
* Any PPE will be provided if tasks are undertaken that are deemed to require them.
* Work should not be carried out without appropriate PPE worn in the manner it was designed for.

**Reporting Defects**

* It is the responsibility of all staff to report any hazards, concerns or near misses immediately to the SBM.
* The SBM, will take advice and take appropriate and prompt action.

**Risk Assessments**

* It is the responsibility of the SBM to ensure that Risk Assessments are undertaken where appropriate.

**Signs and Signals**

* The SBM is responsible for ensuring that all signs are in place and comply with requirements. These include fire and emergency evacuation signs.

**School Trips/ Off-Site Activities**

* The lead teacher completes Risk assessments for all offsite visits. These are checked by the SBM

**Smoking**

* Smoking, by staff or visitors, is not tolerated in the school building or on its grounds (except in appropriate designated areas).

**Training and Development**

* New staff are inducted into the Health & Safety procedures by the SBM. A record of the induction form is kept in staff records.
* Risk assessments are carried out for all off-site activities and appropriate on- site activities. Risk assessments are shared with all the staff involved in the activity.
* Emergency procedures are detailed in the Emergency Plan.

**Violence to Staff**

* Police will be notified if there is a case of violence towards staff from a member of the public.
* Staff are aware of the need to report all such incidents by pupils to the Head of Therapy who would deal with them appropriately.
* Arrangements are made to support individual staff with visitors who could cause concern.
* The Police are involved when appropriate.

**Working at Height**

* Staff are aware of the precautions to be made when working at height.
* Portable step ladders of various sizes are to be used for accessing areas.
* The SBM and H&S Co-ordinator are responsible for checking the safety of such equipment regularly.

**Water Quality/Temperature/Hygiene**

* All water temperatures are checked monthly.
* Water temperature restrictor valves are fitted to hot water taps