

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PARKSIDE
SCHOOL

Edition: 15 April 2020

HEALTH AND SAFETY POLICY

**This policy is applicable to the whole school,
including the Early Years Foundation Stage (EYFS)**

References:

ISI: Commentary on the Regulatory Requirements 2019-09 (September 2019)
Keeping Children Safe in Education (September 2019) (*KCSIE*)
Working Together to Safeguard Children (August 2018) (*WT*)
Statutory Framework for the Early Years Foundation Stage (Childcare Act 2006) (revised April 2017)
Construction (Design and Management) Regulations (2015)
HSE guidance: Portable Appliance Testing (2015) (*PAT*)
DfE advice: Managing asbestos in your school (2015).
Education (Independent Schools Standards) (England) Regulations 2014
DfE advice: Health and Safety Advice on Legal Duties and Powers (2014)
HSE advice: Sensible health and safety management in schools (2014)
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (*RIDDOR*)
Equality Act 2010
HSE: Health and Safety Law poster (2009)
HSE guidance: Control of Substances Hazardous to Health (2002) (*COSHH*)
Health and Safety at Work Act 1974.

1. Introduction

Parkside School (the School) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

2. Scope of this Policy

The School places the utmost importance on health and safety and undertakes to conduct its activities in such a way as to ensure, so far as reasonably practical, the health and safety of its pupils, employees, visitors and contractors, and any members of the public who may be affected by the School's activities.

3. Aims

The School recognises its duty of care under the latest iteration of the Health and Safety at Work Act and associated legislative requirements which apply in the workplace.

The aim of this Policy is to establish clear responsibilities and comprehensive arrangements to establish a safe and healthy working environment whilst complying with appropriate Health and Safety legislation.

Links to other policies:

- Accessibility Plan (3 year)
- Administration of Medicines
- Asbestos Management
- CCTV
- Concussion Management
- Control of Substances Harmful to Health (COSHH)
- Data Protection
- Disaster Recovery Plan
- Display Screen Equipment
- Drones
- Educational Visits
- Environmental
- E-Safety
- First Aid
- Fire
- Induction
- IT Acceptable Use
- Lone Working
- Manual Handling
- Pandemic
- Remote Learning
- Risk Assessment

- Safeguarding
- Selection of Contractors
- Smokefree
- Staff Code of Conduct
- Staff Health & Wellbeing
- Swimming Pool
- Transport
- Tree
- Vehicles on-site
- Violence to Staff
- Water Quality
- Working at Heights

Part 1: General Statement of Health and Safety Policy

The Governors of the School fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all employees, pupils, contractors, visitors (including parents) and others who could be affected by the School's activities. In their role as employer, they attach a high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in the community so that effective learning can take place.

They fulfil their responsibility as Governors of the School by appointing a Governor with responsibility for [overseeing] Health and Safety: **Mrs Celia Gregory**

Day-to-day responsibility for the operation of health and safety at the School is vested with the Head. However, the Governor with responsibility for Health and Safety meets with a Health & Safety sub-committee (consisting of the Bursar and Compliance Officer) which the Governors have specified the following framework for managing health and safety:

- The Governor with responsibility for Health & Safety visits the School on a termly basis and receives copies of all relevant paperwork to monitor with the Health & Safety sub-committee.
- This includes a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures.
- The Governor with responsibility for Health & Safety then reports on health and safety issues at each meeting of the full Governing Board so that the Board can monitor the School's policies and practices.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Health & Safety sub-committee and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering company, **Holroyd Howe**, arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas at regular times during the year along with external deep cleaning and pest control services.
- The School has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every year. The Fire Risk Assessment is submitted to the SLT and then the Health & Safety sub-committee for scrutiny.
- An external health and safety consultant undertakes an annual Health and Safety Audit which reviews the overall arrangements for health and safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation is monitored by the SLT and then the Health & Safety sub-committee.
- The School has a competent person undertake a risk assessment for legionella, regularly and a frequent water sampling and testing regime is in place.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, is provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of staff who is involved with trips and visits.
- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the SLT in order to comply with the School's health and safety duties.
- Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

Part 2: School Organisation

This part of the Policy deals with the organisation, planning, implementation and operational monitoring and management review of the Policy.

It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown in Appendix 1.

a. Board of Governors (The Board)

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

b. The Head

The Head will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School.

The Head will assist the Board in implementing changes in the Policy which the Board have approved.

c. Health & Safety sub-committee

The Health & Safety sub-committee (consisting of the Governor with responsibility for Health and Safety, the Bursar and Compliance Officer) meet on a termly basis to review all relevant paperwork and to monitor progress with any recommendations received. The Governor with responsibility for Health & Safety then reports on health and safety issues at each meeting of the full Governing Board so that the Board can monitor the School's policies and practices.

d. The Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos management
- Emergency procedures
- Staff induction

The Bursar also acts as the School Safety Co-ordinator, whose duties will include:

- Advising the Head on maintenance requirements
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the School and raising any concerns with the Head
- Compliance with the latest iteration of the **Construction (Design and Management) Regulations**

e. Heads of Department (Academic)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.

They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

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| • Science (including harmful substances and flammable materials) - | Head of Science |
| • Food Tech - | Food Tech staff |
| • Sports activities - | Head of PE/Games |
| • Drama - | Head of Drama |
| • Art (including flammable materials) - | Head of Art |
| • Music - | Head of Music |
| • Design & Technology/STEM - | Head of Design & Technology |
| • Outdoor education lessons - | Assistant Head (Academics) |
| • Trips and visits - | EVC |
| • Catering - | Holroyd Howe (external contractor) |

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

f. Estates Department – Estates Manager

The Estates Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities

g. External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the School.
- Engineers monitor and service the School's plant, equipment including boilers.
- Equipment and machinery used in both design and technology and in the maintenance department are serviced annually. The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers [and panic buttons] are tested annually by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The School has a suitable and sufficient risk assessment for legionella and a water sampling and testing regime in place.
- The School maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Bursar is also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.

h. The School Reception

The School Reception will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Bursar who will notify the Health & Safety Executive
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished termly

i. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Regular updates/reminders are made in staff briefings / meetings / at INSET.

Staff are required to:-

- follow the Policy at all times
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

4. Monitoring, Evaluation and Review

This Policy is monitored, evaluated and reviewed on an annual basis by the Senior Leadership Team.

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Reviewed: Spring Term 2020

Approved by the Health & Safety Committee: 3.3.20

Approved by the Board of Governors: 15.4.20

Next review: Autumn Term 2020

Appendix 1:



PARKSIDE
SCHOOL

**Organogram showing the structure for delivering
Health and Safety at Parkside School**

