


Health and Safety Policy

(February 2019)

Park Community School

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Associated documents	<ul style="list-style-type: none">• Evacuation policy• Administration of Medicines policy
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Park Community School
HEALTH & SAFETY POLICY

Name of Unit/Premises/Centre/School	Park Community School
Name of Responsible Manager/Headteacher	Christopher Anders (Headteacher)
Signature of Responsible Manager/Headteacher	

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Part 1 - STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Hampshire County Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/students/visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

Part 2 - ORGANISATION

The overall responsibility for health and safety at Park Community School is held by Hampshire County Council who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult staff regarding suitable health & safety training opportunities
- Monitor and review health and safety arrangements

The Headteacher will:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the school
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update the governing body
- Produce, monitor & review local safety policies & procedures
- Monitor and review the health and safety policy periodically & as required

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the school's health & safety arrangements
- Ensuring their own work area remains safe at all times

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- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses.

Specific health & safety responsibilities of individuals are as follows:

- **Safety Advisor:**

The Safety Advisor is advisor to the school head on health, safety and welfare. The Safety Advisor will also advise all personnel in meeting their individual responsibilities with regards to health and safety at work and offer or arrange appropriate training to all personnel and stakeholders as required.

All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified, and remedial actions taken as appropriate.

- **Teachers & Supervisors:**

The responsibility of applying safety procedures on a day-to-day basis rests with the staff of the school. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Safety Advisor (as appropriate) so that the associated risks are assessed and any precautions deemed necessary are implemented.

They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary

- **Employees:**

Employees have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with supervisors & safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school

- **Safety Committee:**

The Safety Committee is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory. The committee will normally consist of: member of SLT, Facilities Manager, Business Manager, Medical welfare assistant, Site Manager, Governor and Union representative(s). The committee will meet the first Wednesday of each month to review safety procedures and monitor accidents.

Other individuals' specific responsibilities

- **Site team:**

Twice a day site inspection

- Monthly and annual safety inspections
- Response to H & S issues reported to them
- Supervision of contractors
- Keeping the following documents available:
 - Fire manual
 - Asbestos register
 - Legionella log

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- Risk assessment file
 - Maintain evacuation packs
 - Facilities Manager to investigate serious accidents and near misses with SLT and Safety Representative.
 - Ensure that all cabling work does not infringe fire safety breaks or asbestos disturbance
 - Keeping H & S term contract maintenance log up to date
 - The Facilities Manager is the Asbestos Register Nominated Person
- **Cleaning Staff:**
 - Report H & S defects to site team
 - Ensure that H & S notices are displayed appropriately and put away when not needed
 - Maintain COSHH and cleaning records
- **Head of Subject/Student Progress:**
 - Maintain H & S records and policies for their departments
 - Ensure all appropriate risk assessments are made and recorded
 - Report defects to Site Team
 - Ensure all off site activities follow school policy
- **Network Manager:**
 - Ensuring electrical testing is carried out annually
 - Monitor the effectiveness of DSE policy
 - Ensure that all cabling work does not infringe fire safety breaks or asbestos disturbance
- **Other Groups (e.g. hirers and Community instructors):**
 - Ensure all H & S procedures are followed
 - Ensure No Smoking policy followed
 - Report any defects, accidents, near misses to the Community Reception
- **Special Needs Co-ordinator:**
 - Ensure appropriate mechanisms are in place for individual students to ensure their H & S
 - Oversee violent incidents log
 - Oversee physical interventions log
- **Medical Welfare Officer:**
 - Report notifiable accidents to via the HCC web site
 - Keep log book updated
 - Ensure safer recruitment checks are carried out
- **First Aid trained staff & Appointed Persons:**
 - All accidents are now kept electronically at HCC
 - Ensure First Aid boxes are maintained and replenished
 - Ensure Medical Welfare Officer/Site Manager/Facilities Manager is informed of serious accidents (RIDDOR). Reported through the HCC web site who will then alert RIDDOR
- **Fire Safety Co-ordinator:**
 - Ensure the fire safety manual is kept up to date
 - Advise SLT and Governor on fire safety matters
 - Ensure that all equipment checks are carried out at the appropriate intervals
 - Arrange practice evacuations
 - Ensure adequate training is carried out for staff and self
- **Community Team:**

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- Maintain own accident records
- Keep appropriate risk assessments
- Ensure their own safer recruitment practices
- Communicate to hirers the relevant H & S policies
- Pass on reported defects to site team

Part 3 - ARRANGEMENTS

The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Park Community School and are to be used with the school's procedures and policies as listed at the appendices.

In carrying out their normal functions, it is the duty of all managers and employees to do everything as far as reasonably practical to prevent injury & ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

General arrangements

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 transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

Accident Reporting

All accidents will be reported through medical officer, Site Manager or Facilities Manger via the HCC on-line reporting system. The Headteacher is to ensure that the governing body is informed of all accidents of a serious nature & dangerous occurrences.

Accident Investigation

Once an incident has been reported through HCC web site this then generates an investigation request to the safety Advisor (Facilities manager) who will carry out an investigation into the incident. This is then reported back to HCC on-line who will report if required. They will also keep a log to see if there is any pattern.

Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. Contractors must report any accidents to the site Manager.

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Safe Working Procedures

(this is a summary of salient points, please refer to individual policies for full details)

All staff must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment & method statement

Once developed, safe working procedures must be communicated to relevant staff and students to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

Defective Equipment

- Defects in equipment must be reported to the relevant technician or site team
- It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement
- A report is to be entered in the on-site Equipment/PAT Log

Working at Height

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. **Only suitably trained staff may use stepladders or ladders.** This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided. Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- Keep corridors and passageways free from obstruction
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Storage of supplies to be in correct location
- Rubbish & litter to be cleaned & removed at the end of each working day

Electrical Equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Protective outer sleeves of electrical cables are to be firmly secured within the plug
- Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately
- All electrical equipment must be checked/tested annually by a qualified person

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- All electrical equipment is to be inspected in accordance with the Electrical Policy
- All computers are PAT on a bi-annual basis
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested

Control & Use of Harmful Substances

- When using harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health
- No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the relevant Manager
- Staff must not attempt to use a harmful substance unless suitably trained to do so
- Harmful substances are to be stored in secure storage when not in use

Smoking

- Smoking is not permitted anywhere on the school site, this includes all forms of e-cigarettes. E-cigarettes are not permitted to be brought into the school buildings.

Food Preparation Area

- Only authorised staff are allowed access to the school's kitchen area
- Permission for access must be sought from the Chef, Business Manager, Headteacher or Facilities manager
- All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and Hampshire County Council guidance

Emergency Provision

- Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required
- The names & locations of the First Aiders are available at strategic sites around the school
- The administrative team can locate the nearest first aider in an emergency
- First aid is not to be administered by anyone except first aid trained (in date) staff
- First Aid trained staff are to receive refresher training every 3 years
- Emergency evacuation is to be carried out in accordance with the school's emergency evacuation plan
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency

Fire Safety

- Fire procedures are available for all personnel to read
- Fire safety & evacuation plans are to be read at induction and periodically thereafter
- The notices clearly identify the evacuation routes and assembly point
- Personnel are responsible for knowing the location 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 & all personnel should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'
- All staff must ensure they revisit the on-line fire safety training programme annually
- Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out in accordance with corporate guidance and the school's Fire Safety Policy
- The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified

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Visitors

- It is the duty of all of the personnel within the school to ensure the health and safety of all visitors
- All school day visitors must sign into the school at reception and sign out again when leaving
- No visitors are allowed through the security door without gaining permission from the reception staff
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the school
- Visitors are not permitted to enter unauthorised areas of the school

Contractors

- Contractors are to report to the reception upon arrival and departure and then report to the Site Team office.
- Signing-in sheets are held in the Site Office as are briefing notes, asbestos register and risk assessment sheets for contractors.
- Contractors are to be provided with a safety brief on arrival, prior to them commencing their work
- Contractors must comply with the school's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the Site Manager at the earliest opportunity
- All contractors are to be appropriately supervised at all times
- Contractor risk assessments & safe working systems are to be inspected prior to work commencing
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete

Legionella Safety

All procedures to prevent an outbreak of Legionnaires Disease are laid down in the Legionella Safety Policy/Legionella Log Book and should be followed at all times. All reporting for testing on legionella is now completed on-line and kept with HCC. As HCC are the school's landlord responsibility for legionella is their responsibility as long as the schools carried out the required inspections.

Lone Working

- All lone working is to be approved by the appropriate Manager
- Lone working risk assessments are to be carried out prior to any lone working
- The appointed communication link is to be available at all times
- Lone working is to be carried out in accordance with the Lone Working Policy

Moving & Handling

- **Do not attempt** to lift or move loads that are too heavy for you
- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.
- Staff must refresh their understanding of safe practice by re-visiting the on-line training annually.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from the appropriate Manager prior to any manual handling operations commencing
- All information is contained within the County's Moving & Handling Policy and in the HSE Guidance booklet

Risk Assessments

- Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists

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- Risk assessments are to be carried out by competent persons only
- Any individual undertaking a risk assessment must have completed appropriate risk assessor training
- All risk assessments & control measures are to be approved by the appropriate manager prior to implementation
- Completed risk assessments are to be stored in the Risk Register held in the Site Office
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date

Emergency evacuation procedures

- In an emergency the fire evacuation protocols will be followed.

Security

- All day visitors must sign in at reception or Dickinson Centre and remain there until escorted to their meeting
- All visitors will be issued with a badge unless they already have a HCC badge
- Intruders on site should be notified to reception who will notify the appropriate personnel.
- Under normal circumstance the doors from reception to the school will be kept closed by magnetic locks
- After hours, external doors, apart from that to reception will be locked
- Lone working “panic buttons” are installed in the reception office and Dickinson Centre
- Correct procedures are to be followed when “cashing up” in reception
- CCTV cameras are installed throughout the school with audio recording at reception

Off-site activities

- See appendix for policy and relevant documents
- No trip may leave the school site before the necessary online forms (Evolve) have been submitted and approved
- Notes and guidance are contained in the Off Site Activities folder in the portal (Shared Documents/Policies and Procedures/Off Site Activities)

Supervision, before and after school, breaks and lunchtimes and at other times

- A duty rota is drawn up to ensure adequate supervision
- At least two senior members of staff are available before and after school to ensure safe egress and ingress of students. A School Crossing Patrol is also on duty.
- Members of staff are on duty for each lunch break with additionally most support staff during the short break
- Senior staff meet every morning to ensure that vacancies in the rota are filled

Administration of medicines

- Students who need to take medication during school hours will report to the medical room with note from parent/carer
- Medicines will be stored in the medicine safe located in the medical room
- Some welfare staff are *ritilin* trained and *epipen* trained
- Mild pain killers will only be given with parental permission

There is a separate document detailing the administration of medicines.

Upkeep of buildings and grounds

- The Site Manager and his team are responsible for ensuring that the buildings and grounds are adequately maintained
- All staff have a duty to report defects promptly via email or pigeonhole to the site team

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- These reports, alongside the regular site inspection walks, ensure a safe working environment can be maintained.

Drugs & alcohol

- Drugs are not permitted on the site.
- Alcohol is not permitted on the site unless during a licenced event run by PCS staff. All events must have been cleared by the Headteacher or Business Manager.
- Suitable sanctions will be applied to students who are found with drugs or alcohol in their possession
- Staff attending for work under the influence of drugs or alcohol will be treated as a case of gross misconduct

ICT safe use of computers & other display screen equipment

- It is the responsibility of all staff to ensure they undergo display screen equipment (DSE) training and refresh this annually
- Staff should ensure that their own work station is arranged suitably with regard to posture, comfort and lack of reflections and glare.
- Staff should ensure that they do not work for long periods with DSE without taking a break to a different activity (50 minutes in each hour working time)

Safe use of mobile phones

- There is no evidence linking short-term mobile phone use with cancers of the brain and nervous system.
- There is no evidence that mobiles affect brain function or cause unpleasant symptoms.
- Under no circumstances should mobile phones be used whilst driving school vehicles unless a hands free device is installed

Driving

- It is the responsibility of staff to ensure they are adequately insured for driving during working hours (travel by car anywhere in the course of staffs' work other than to and from the school at the beginning and end of the day may be defined as business use by insurance companies) The school will only pay mileage allowance to users who hold business insurance
- The school will keep a record of driving licences and insurance for staff who use the school car park
- Only drivers who hold both a DI licence **and** a current MIDAS certificate may drive the large school minibus. Under specific circumstances the small minibus may be driven with a category B licence and MIDAS.

Safe use & storage of pressurised cylinders

- None are currently kept on site

Aggressive behaviour & violent incidents

- No staff or students should expect to be subjected to violence in the school
- However, fights do occasionally happen between students. Staff should intervene to protect students but not if this puts themselves at risk. In this instance help should be summoned from Senior Staff. Students will have the appropriate punishment.
- If an adult exhibits aggressive or violent behaviour a Senior Leader, site and/or security staff should be alerted immediately, so that appropriate action can be taken.
- Visitors or students who display anti-social, aggressive or violent behaviour on the school site will be sent a letter barring them from the school (Section 547 letter).

Pedestrian safety

- There are separate entrances for vehicles and pedestrians

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- Pedestrian routes through the school grounds are not routinely used by vehicles
- Signage is displayed that vehicles must give way to pedestrians at the vehicle exit, the gates are closed at the end of the day to ensure student safety
- Vehicles are occasionally permitted through the South Entrance, drivers are alerted to the risk to pedestrians when this entrance is in use
- A School Crossing Patrol is employed by HCC outside the school morning and afternoon (this is not a school appointment).

Maintenance and use of equipment

- It is the responsibility of the relevant technician to ensure that equipment is properly maintained, and that staff are aware of the operating procedures.
- If there is no technician allocated to a department this duty falls on the Head of Department or delegated staff member

Hazard reporting procedures

- These are the same as accident reporting procedures

Radioactive materials

- Only sources with low activity are kept in school
- They are stored in an area that is not routinely used by staff
- Sources are checked for leakage annually
- Only suitably qualified staff have access to the sources

Flammable substances

Only small quantities of flammable materials are kept in the main building

- Bulk quantities are in the flammables store
- Only suitably qualified staff have access to the flammables store
- A small quantity of small butane canisters is kept in the flammables store.

Arrangements for staff training

- On line courses are available for all staff and refreshers are conducted annually for Moving & Handling; Display Screen Equipment and Fire Safety. Staff must complete these each year and send their scores to the Site Manager who is responsible for recording the results. Other on line courses are conducted by relevant personnel
- The H & S officer ensures that there are adequate numbers of trained staff for First Aid, Fire Wardens etc.
- Other training needs are highlighted through performance management interviews

Arrangements for monitoring and reviewing of policies

- Policies will be reviewed every three years as a minimum.
- Review dates will be set using Microsoft Outlook calendar for the school calendar to automatically alert the review
- Once reviewed by the relevant Manager they will be submitted to the governing body for approval.

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Common health & safety policies listed for reference in Hants Web (<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety/cs-healthandsafetyschools.htm>) or in school.

- A. Accidents & Incidents Reporting & Investigation Policy
- B. First-aid & Emergency Arrangements Safety Policy
- C. Control & Safe Use of Substances Safety Policy
- D. Drugs, Alcohol & Smoking Policy
- E. Fire Safety Manual
- F. Aggressive & Violent Behaviour Safety Policy
- G. Security Policy
- H. Working at Height Safety Policy
- I. ICT or Display Screen Equipment Safety Policy (County and HSE guidance)
- J. Vehicle & Traffic Safety Policy
- K. School Events & Outdoor Activity, student placement Safety Policy
- L. Moving & Handling Policy (County Policy and HSE Guidance booklet)
- M. Child Protection Policy
- N. Physical Intervention Policy
- O. Lone Working Policy
- P. Contractors Safety Policy
- Q. Legionella Safety Policy or Legionella Log Book
- R. Electrical Safety Policy
- S. Administration of Medicines Procedure
- T. Personal protective equipment
- U. Stress management
- V. Work equipment
- W. Hazard reporting
- X. Hot surfaces
- Y. Lifting operations and lifting equipment
- Z. Asbestos safety management