



# **Park School Teaching Service**

Part of Bolton Impact Trust

## Health and Safety Policy

<b>Reviewed By</b>	<b>Kiran Peart Gareth Webb</b>
<b>Last Reviewed</b>	<b>June 2022</b>
<b>Approved by/when</b>	<b>June 2022</b>
<b>To be reviewed</b>	<b>June 2023</b>

## **Statement of Intent**

It is important that a safe environment is established in which children and adults can work together with confidence.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

## **Aims**

- To provide, as far as we are able, a safe, secure and healthy working environment for staff and children at Park School, and visitors.
- To encourage those at Park School to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

## **Objectives**

Be vigilant around the school premises for intruders.

- Maintain electrical equipment to an appropriate standard.
- Administer appropriate procedures according to fire regulations.
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness.
- Have a procedure in place for reporting faulty equipment.
- Maintain regular checks of the building and outdoor equipment, safety and security.
- Be aware of the pressures on all staff and the possible effects which stress may have.
- Give guidance on lone working and personal safety.
- Give guidance on the use of images.
- Inform about what should be done in a case of emergency.
- Administer appropriate procedures for checking DBS certificates & ID of visitors.
- Administer safer recruitment policy.

## **Organisation**

### **Responsibilities of individuals**

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- Observe standards of dress consistent with safety and/ or hygiene.
- Keep good standards of hygiene and cleanliness.
- Know and apply the procedures in respect of emergencies.
- Co-operate with other employees and the safety representative in promoting health and safety measures.

- Report any hazard or breakage.
- Follow health and safety instructions and use appropriate safety equipment and protective clothing.
- Maintain safety tools and equipment.
- Report any incidents, accidents, assaults or 'near misses'.
- Set a good example to the children in their care.
- Supervise pupils and ensure that they know about emergency procedures and safety measures.
- Ensure that pupils' bags, coats and belongings are safely stowed away.
- Include all relevant aspects of safety in the curriculum.
- Make parents/ volunteers aware of safety procedures in the classroom/ work area.
- Give clear instruction and warning as often as necessary.

### **Responsibilities of post-holders**

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- Agency staff and new members of permanent staff are made familiar with health and safety procedures.
- The Academy Lead is informed if any difficulties occur.
- They set a good example.
- They keep an overview of the areas for which they are responsible.
- They keep up-to-date with new pieces of advice relating to health and safety.
- They keep an overview of equipment and substances kept in their areas.
- All donated equipment is safe for use, if necessary seeking specialist advice.

### **Responsibilities of the Academy Lead and the Local Governing Body**

- To regularly review the safety and security of the Park School building during Local Governing Body meetings.
- To undertake risk assessments as and when required.
- To put into practice the procedures described in associated policies.
- To act upon referrals from employees.
- To record and inform relevant external agencies as and when appropriate.
- To ensure access to this policy and other health and safety information as legally required.
- To ensure that a termly walkabout is conducted to review health and safety in practice in Park School.

## Section 3 – Arrangements

<b>3.1 Roles &amp; Responsibilities</b>	
The Senior member of staff at Park School with responsibility for Health and Safety matters is:	Kiran Peart
The LGB Member appointed for health and safety is:	To be appointed
Consultation with staff, regarding health and safety is provided via:	Daily briefings and debriefings Weekly staff meetings & termly H&S meetings
<b>3.2 Risk assessment</b>	
The persons responsible for ensuring risk assessments are carried out is:	Kiran Peart Racheal Beattie
Copies of risk assessments are located :	Staff drive on computers The Every system
Staff who have undergone training and are competent to carry out risk assessments are:	Gareth Webb Kiran Peart Susan Cotter Paula Small Jeanette Robinson Kieron Heyes Rachael Beattie Gary Merritt Julie Gregory
Any hazards noted within the establishment/ departmental environment must be reported to:	Kiran Peart Gareth Webb Lee Fitton Colette Unsworth
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented	Kiran Peart Gareth Webb
Risk assessments will be reviewed on an annual basis by	Kiran Peart Racheal Beattie

The educational visits coordinator is:	Racheal Beattie
Educational visits risk assessments and paperwork are located in:	Staff drive on computers The Every system
<b>3.3 Emergency &amp; Fire Arrangements</b>	
<p>The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the academy lead, deputy head in their absence and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.</p> <p>The priorities in an emergency situation are as follows:</p> <ul style="list-style-type: none"> <li>• to ensure the safety of all persons, their removal from danger,</li> <li>• their care and the application of first aid and medical treatment where appropriate;</li> <li>• to call the emergency services when appropriate;</li> <li>• to safeguard the premises and equipment, if this is possible without putting persons at risk</li> </ul>	
The competent 'RESPONSIBLE PERSON' for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Kiran Peart Gareth Webb
Fire drills will be practised by:	All on site
Fire drills will be held:	Termly
Fire alarm points will be tested and recorded on a weekly basis by:	Terry Simpson
Means of escape, automatic doorstops and mag lock doors will be checked and recorded on a weekly basis by	Terry Simpson
Fire fighting equipment will be checked and recorded on a weekly basis by:	Terry Simpson
Emergency lighting will be tested on a monthly basis by	Terry Simson
Records of tests, checks and drills will be held in/ the main office by:	Terry Simpson
Fire extinguishers will be serviced on an annual basis arranged via:	Corporate Property Services
All staff should undertake fire training on an annual basis.	Autumn Inset day and on induction
<p>The following have received Fire Warden training:</p> <p>all expire Jan 2023</p> <p>Kiran Peart</p> <p>Gareth Webb</p> <p>Susan Cotter</p> <p>Paula Small</p>	

Rachael Beattie Colette Unsworth Kieron Heyes	
<b>3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation</b>	
<i>Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non-employees (including pupils, visitors etc.)</i>	
Location of Accident Forms	Office
Persons responsible for accident forms:	Kiran Peart Gareth Webb
Persons responsible for carrying out accident investigations is:	Kiran Peart Gareth Webb
<i>Accident forms must be completed and returned to Occupational Safety &amp; Health Team, 2<sup>ND</sup> Floor, Paderborn House, Bolton BL1 1UA, on receipt.</i>	
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Kiran Peart Gareth Webb
<i>Where accidents are found to be caused by faulty plant, equipment premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.</i>	
<b>3.5 First Aid</b>	
<p>The following have received first aid training:</p> <p>All expire Jan 2023</p> <p>Kiran Peart Gareth Webb Susan Cotter Paula Small Rachael Beattie Paul Bennett</p> <p>Ian Newsham expires May 2023</p>	

The person responsible for ensuring first aid qualifications are maintained is	Kiran Peart Gareth Webb
First aid boxes are located in::	Staff Room Small kitchen The Bridge kitchen
Travelling first aid boxes are located in:	Staff Room Staff cars
The location and contents of all first aid boxes will be checked on a	Monthly basis
The persons responsible for the checks is:	Ian Newsham
Stock of first aid materials will be checked and re-ordered by	Ian Newsham
The address and telephone number of the nearest medical centre/NHS GP is:	Spring House Surgery 555 Chorley Old Rd Bolton, BL1 6AF 01204 848411
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital Minerva Rd Farnworth BL4 0JR -01204 390390
Person responsible for ensuring staff have access to occupational health provisions	Kiran Peart Gareth Webb
<b>3.6 Pupils with medical/ special needs</b>	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Kiran Peart
The person responsible for ensuring pupil specific risk assessments are conducted is:	Kiran Peart Racheal Beattie
The person responsible for the supervision and storage of pupils medicines is	Racheal Beattie
<b>3.7 Maintenance and premises</b>	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected	Kiran Peart Gareth Webb

gas leaks, wet or slippery floors immediately, by telephone to:	Lee Fitton Colette Unsworth
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Kiran Peart Gareth Webb Lee Fitton Colette Unsworth
Defective furniture or equipment should be taken out of use immediately logged in the caretaker's log book and reported to:	Lee Fitton
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc. is:	Lee Fitton
<b>3.8 Health and safety training</b>	
The person responsible for drawing the attention of all employees to the following health and safety matters as part of their induction training is:	Kiran Peart Gareth Webb
<ul style="list-style-type: none"> <li>• Health and Safety Policies:</li> <li>• Risk Assessments</li> <li>• Fire and other Emergency Arrangements</li> <li>• Accident Reporting Arrangements</li> <li>• First Aid Arrangements</li> <li>• Safe Use of Work Equipment</li> <li>• Procures for Hazardous Substances</li> <li>• Good Housekeeping</li> <li>• Hazard Reporting and Maintenance Procedures</li> <li>• Special Hazards/Responsibilities Associated with their Work Activity</li> <li>• Special Needs of Young Employees (e.g. Work Experience Placements)</li> </ul>	
The person responsible for organising health and safety training is:	Kiran Peart
<b>3.9 Work Equipment</b>	
<i>The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.</i>	
<b>Ladders</b> - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	Terry Simpson Lee Fitton
Person(s) authorised to use:	Lee Fitton Terry Simpson

<b>Lifts</b> - The person responsible for ensuring that lifts are inspected and serviced every six months is:	n/a
<b>Caretaking and cleaning equipment</b> - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Terry Simpson Lee Fitton
Person(s) authorised to use:	Terry Simpson/Cleaning staff
<b>Art/Science Equipment</b> - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Kiran Peart Gareth Webb Gary Merritt Kieron Heyes
<b>PE Equipment</b> - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Kiran Peart Gareth Webb
Person(s) responsible for regular (daily) visual inspection is/are:	Terry Simpson
Contractor responsible for annual full inspection and report is:	Sportsafe UK Ltd
<b>3.10 Portable Electrical Appliances</b>	
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Kiran Peart. (via corporate properties)
Person responsible for ensuring formal visual inspection and testing takes place:	Kiran Peart. (via corporate properties)
<b>3.11 Personal Protective Equipment (PPE)</b>	
<i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing Hazel Banks as soon as they become aware of a need to repair or replace PPE, which they use. This will then be ordered by Colette Unsworth.</i>	
<b>3.12 Hazardous substances</b>	
Copies of all the hazardous substances inventories are held in:	Caretaker's room
The person responsible for maintaining, undertaking and updating the COSHH risk assessments is:	Terry Simpson Lee Fitton

	Colette Unsworth
<b>3.13 Asbestos</b>	
The person responsible for making arrangements for dealing with asbestos and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	Kiran Peart
The asbestos management plan is held:	Main Office
The person responsible for ensuring that the plan is updated annually and as appropriate following work on the fabric of the building is:	Kiran Peart
<b>3.14 Legionella</b>	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Kiran Peart
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Terry Simpson
The person responsible in school for carrying out the regular inspections is:	Terry Simpson
<b>3.15 Work Experience</b>	N/A
<b>3.16 Visitors</b>	
On arrival all visitors should report to: And will be: <ul style="list-style-type: none"> <li>Requested to sign in</li> <li>Asked for identification (if not already known)</li> <li>Issued with a visitors pass and health and safety information (if first visit)</li> </ul>	Main Office
<b>3.17 Contractors</b>	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Kiran Peart in consultation with corporate property services
The person in control of contractors whilst on site is:	Terry Simpson
<b>3.18 Noise</b>	
Any employee concerned about the noise levels at work should report the matter to the Main Office who will arrange for remedial action or for an assessment to be made by the health and safety team.	
<b>3.19 Cleaning Arrangements</b>	
All members of staff are responsible for arranging to clear up spillages which occur whilst they are in charge of an area.	Terry Simpson

Other spillages, leaks or wet floors should be reported to:	Lee Fitton Colette Unsworth
<b>3.20 Display Screen Equipment</b>	
The display screen equipment assessor for the establishment is	Bolton health and safety team
<b>3.21 Miscellaneous</b>	
The Health and Safety Law Poster is sited:	Reception
The person responsible for updating it is:	Kiran Peart
Smoking: In line with the Smoke-free (Premises and Enforcement) Regulations 2006, the LGB has prohibited smoking in the school and in vehicles under its control	