

Parklands High School



Health & Safety Policy

Reviewed October 2023 v5

Next Review October 2024

Incorporating the Local Health and Safety Arrangements for:

Parklands High School, Southport Road, Chorley PR7 1LL

This policy is based on the requirements of the Health and Safety at Work Act 1974 and associated Health and Safety and other Legislation.

As an Academy the Governing Body is the employer. The Governing Body is responsible for the use of the premises. The Principal is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The LCC H&S team, the Governing Body and the Principal should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- comply with appropriate directions given by the county council on health and safety requirements;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5-yearly review by the county council;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”.

Signed:	Signed:	
On behalf of the School	On behalf of the Governing Body	
Principal : C Batson	Chair of Governors: Mrs L Nelson	H&S Governor: Mrs C Bradshaw
Updated: October 2023	Proposed Review date: October 2024	

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	The Principal (TP)
The authorised members of staff with day-to-day responsibility for ensuring this policy is put into practice are:	The Premises Manager (PM) and Site Team
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits	Premises: PM / Site Team Out of Hours: Site Team Educational Visits: EVC School Kitchen: PM /COO/ Catering Manager Fire Safety: PM / Site Team
The Health & Safety Objectives* for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE. These will be tailored to meet the needs of the school by:	PM & COO in consultation with TP, SLT and H&S Governor.
<p>All employees within the school have a responsibility to:</p> <ul style="list-style-type: none"> • Co-operate with the Principal and his/her nominated representatives on all matters relating to health and safety; • Not interfere with anything provided to safeguard their health and safety; • Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and • Report all health and safety concerns to an appropriate person (as detailed in this policy statement). <p>The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</p>	

* Health & Safety Objectives should be set each year for improvements in the management of health & safety within the school. These are contained within the School Development Plan.

Health and Safety Risks Arising from Work Activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	PM or in the case of class activities the curriculum leader
The significant findings of risk assessments will be reported to:	TP/CL or other nominated person as appropriate: PM
Action required to remove/control risks will be approved by:	TP/CL or other nominated person as appropriate: PM
The responsibility for ensuring the action required to reduce risks is implemented is that of:	TP/CL or other nominated person as appropriate: PM
Checking that implemented actions have removed/reduced the risks is the responsibility of:	TP/CL or other nominated person as appropriate: PM
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is sooner. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	By whom: The PM/TP/COO in conjunction with the H&S Governor.

School's Commitment

To meet the requirements of this Policy Statement, the Principal/Governing Body and/or his/her/their nominated representative(s) will:

- draw up and implement appropriate health & safety procedures for the school;
- share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring.
- identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
- comply with appropriate directions given by the county council on health and safety requirements
- act in accordance with the relevant provisions in the EFA Funding Agreement, Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”;

The school will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below.

Occupational H & S Topic/ Activity	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Google doc accessible to the lead first aider and premises manager (PM).
Bodily Fluids (urine; blood; faeces; vomit)	√	Site Office
Catering	√	Catering Office
Cleaning/caretaking	√	Cleaning cupboards and supervisor room
Control of contractors	√	Reception and PM Office
Defibrillators on site Main Office, PE Corridor, Staff Room	√	Main Office – Office manager
Display Screen Equipment and eye tests	√	School website, staff only section
Electrical Safety	√	Certificates available at panels throughout school
Emergency Procedures other than Fire e.g. flood, services failure	√	School website
Extended school and community use	√	School website
Fire Policy	√	School website
First Aid	√	Main Office
Gas safety	√	Google drive contractor docs
Induction	√	HM Office
Information communication	√	Network managers office/School website
Lettings to non-school groups	√	School Website – Facilities and Resources
Management and other Health and Safety responsibilities	√	TP/PM/COO
Manual Handling	√	School Website
Minibuses	√	Site Team/Office
Mobile phones – use of	√	School website

Needles and needle stick injuries	√	Office
Personal safety including lone working	√	School website –staff policies/PM office
Play Equipment installations inspections	√	PE staff
Premises Management	√	All information specific to the school is kept in the school office/available on the school website
Pupil moving and handling (Special needs) - SENCO	√	
Pregnant employees and nursing mothers - SBM	√	
Reporting of H&S concerns/faults	√	
Risk Assessment and hazard identification	√	
Security of premises	√	
Slips and trips – Whole school RA	√	
Substances – COSHH – Science	√	
Temporary and supply staff	√	
Training	√	
Transporting and storing chemicals - Science	√	
Visitor and volunteers' safety	√	
Waste storage and disposal	√	
Water hygiene (Legionella, lead etc.)	√	
Work equipment and machinery - Technology	√	
Working at height – ladders, access equipment etc.	√	
Workplace Inspection - Technology	√	
Administration of medication	√	School office
Educational Visits	√	EVC/SBM
Food safety and hygiene	√	Portal, CL Food & Nutrition, and Catering Manager
Outdoor activities	√	RAs by departments
PE Equipment	√	Annual Inspection by independent contractor
Pupil handling and restraint	√	TP/SENCO
Grounds maintenance	√	SLA with Tivoli
School transport	√	LCC/ School policy
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	CL & Technicians
Smoking	√	School Policy – no smoking on site
Special needs of pupils Health & Safety issues	√	DCP / HALs / all staff
Stage and drama activities	√	RA/SBM
Supervision of pupils	√	SLT

Technology rooms and equipment	√	Classroom RAs by CL & SM/Network Manager
Wearing of jewellery	√	School policy
Work experience	√	Careers officer

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc. The school may employ an external contractor to deal with the day to day running of lettings.

Note: Educational Visits are dealt with through the SBM.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so.

Employee representative(s) for the school are:	TP/PM & C&FSMC
Consultation with employees is provided via:	Site Helpdesk, Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Annual Health & Safety meeting etc.

Safety representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased. (Maintenance Certificates held by relevant departments. General site certificates held by PM).

Is responsible for identifying all equipment/plant needing maintenance	TP/Vice Principal/s or nominated representatives: PM and Site Staff / Technicians
Is responsible for ensuring effective maintenance procedures are drawn up	TP/Vice Principal/s or nominated representatives PM and Site Staff / Technicians
Is responsible for ensuring that all identified maintenance is carried out	TP/Vice Principal/s or nominated representatives PM and Site Staff / Technicians
Any problems found with equipment should be reported to	TP/Vice Principal/s or nominated representatives PM and Site Staff / Technicians
Will check that new equipment meets any required health and safety standards before it is purchased	TP/Vice Principal/s or nominated representatives PM and Site Staff / Technicians

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Location(s): Reception, Staff Room, Main Office, Kitchen Areas
Health and safety advice is available from:	Name and contact details: 01257 264596, Premises Manager, COO (AFMAT), School H&S Governor, School website, HSE website
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	Name and contact details: TP/Vice & Ass Principals
Health & Safety in shared premises (where applicable)	N/A

It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace.

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid, lockdown and fire safety. Specific on the job and job specific health and safety training will also be provided. Training provision will include regular refresher training.

Induction training will be provided for all employees by:	Name and contact details : TP/Vice & Ass Principals
Job specific training will be provided by:	Name and contact details: Line Manager /Team Leader
Specific jobs requiring special training are:	List the training and method of provision: Science Lab Techs / Workshop Techs/ PM/ Site Supervisors
Training records are kept at/by:	Details: HT/Sims.Net, Personnel Files
Training will be identified, arranged and monitored by:	Name and contact details: Staff/HT/Line Manager / TP/Vice & Ass Principals

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.

- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid boxes are available:	Detail location(s): The Main Office, Science Department, PE Department, Site Office, Kitchen, Pavilion
The first aider(s) and appointed person(s) is/are:	Name(s) and contact details: Listed on notice signs s throughout school.
All accidents and cases of work-related ill health are to be reported to:	Name and contact details: Accidents to Premises manager/IOffice Manager. Work related ill health Office Manager – Main Office
Health surveillance* is required for employees doing specific roles	Provide details. N.B. Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities: TP/PM
Health surveillance will be arranged by:	Name and contact details: Office Manger/PM
Health surveillance/records will be kept by:	Provide details: TP/Office Manager/PM

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems.

Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by: Review all risk assessments annually or in the event of any significant changes. This function is carried out by:	Name(s) and contact details: PM and H&S Governor
Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary.	Name(s) and contact details TP/PM and H&S Governor
Is/are responsible for investigating work-related causes of sickness absences.	Name(s) and contact details TP/PM
Is/are responsible for acting on investigation findings to prevent recurrences.	Name(s) and contact details TP/PM

Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Name and contact details: TP/PM/Site staff
Escape routes are checked by/every:	Name(s) and frequency: PM and /or Site Staff / Weekly
Fire extinguishers are maintained and checked by/every:	Name(s) and frequency: Contractor / Annually
Alarms are tested by/every:	Name(s) and frequency: Site Supervisor / Weekly
The emergency evacuation procedure is tested every:	Name(s) and frequency HT/PM – Annually
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Name and contact details TP/PM//H&S Governor – Please refer to Business Continuity Plan, Emergency Action Plan