



# PARK SCHOOL

## HEALTH AND SAFETY POLICY

Dated: SEPT 2021

Review: SEPT 2022

### Purpose and Principles

#### 1. Policy Statement

The Council of Governance (The Council), as the responsible body, recognises its overall responsibility for the health, safety and welfare of all employees, pupils and others who may be affected by using the schools' premises or participating in Park School's activities. The Council will, therefore, in so far as is reasonably practicable, comply with the requirements of the Health and Safety at work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

All staff members and volunteers are required to co-operate in ensuring that the school remains a safe and healthy environment.

Park School believes that integrating sensible health, safety and welfare practices into all our work and educational related activities will form part of the good education of our pupils; this will contribute to the control and management of risks.

Risk assessment is an ongoing process and everyone identified in this policy is responsible for ensuring new hazards are identified and actions are taken to control them. The aim is to ensure that no one is hurt or made ill by coming to our school.

This policy will be reviewed annually.

Park School Guiding Principles are:

1. To take care of yourself
2. To take care of others
3. To take care of the place you are in

The Health and Safety Policy outlines the expectations that are required of all council members, staff and volunteers in ensuring that the three principals above are reflected in the way that we consider health and safety.

The policy applies to:

- Council members
- Staff
- Volunteers
- Pupils

### Policy Framework

This policy and procedure forms part of the school's commitment to safeguarding and child protection and should be read alongside the following policies, guidance documents and risk assessments:

- Staff Handbook (updated annually)
- Fire Safety policy and Procedures

- Fire risk assessments - Estate and for new classroom
- First aid procedures
- School grounds and buildings risk assessment
- COSHH risk assessment

## Introduction

It is the policy of The Council, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and pupils;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas under the control of the Council and Head teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of the children's curriculum where appropriate;
- provide and maintain adequate welfare facilities.

## Roles and responsibilities

### **Council of Governance and Head Teacher**

- To oversee the implementation of the School's Health and Safety Policies.
- To actively support managers in their allocated responsibilities.
- To support at all times the objectives of the School's Health and Safety Policies.
- To demonstrate commitment by taking a proactive approach in Health and Safety matters.
- To ensure that all managers and other employees in the School are aware of and undertake their duties and responsibilities with regard to Health and Safety.
- To allocate resources to enable the requirements of this policy to be fulfilled.
- To work with the School to ensure that procedures are in place for all employees to receive necessary Health and Safety training, and in particular to ensure that detailed Health and Safety information, instruction and training is given to all new employees.
- To monitor and review the effectiveness of this policy.
- To be aware of statutory Health and Safety requirements sufficient to discharge these duties.

- To discuss any actions required with regard to Health and Safety concerns raised by any manager within the School.
- To support at all times the intent of this Policy to secure the Health and Safety of employees and others.

#### **School Business Manager**

- To be familiar with the content of the School's Health and Safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- To demonstrate commitment by taking a proactive approach in Health and Safety matters, ensuring that Health and Safety is a standing agenda item at staff meetings and briefings.
- To ensure managers and supervisors carry out their Health and Safety duties and responsibilities.
- To ensure that all hazards within their area of responsibility are identified.
- To ensure that risk assessments are carried out and appropriate control measures implemented in their area of responsibility.
- To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
- To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
- To ensure the effective use of resources available to achieve Health and Safety objectives. To alert the Head teacher any inadequacy in the allocated resources.
- To ensure that Health and Safety training needs are identified for all employees within their area of responsibility.
- To ensure that employees attend Safety training identified as being necessary, including induction training.
- To ensure that competent persons are nominated to implement and meet the requirements of any relevant Health and Safety legislation.
- To ensure that adequate monitoring of Health and Safety standards is undertaken.
- To ensure that incidents e.g. accidents, near misses, violence and aggression are properly reported, investigated and actions taken to avoid recurrence.
- To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.

#### **School Caretaker**

- To conduct a health and safety check for the school and its grounds every half term.
- To ensure the upkeep of play equipment within the school.

- To ensure that certain aspects of the property, inside and out, are maintained and safe
- To check heating controls throughout the school
- To check the condition of trees in the school grounds after strong winds and to make safe any areas that become dangerous and inform the School Business Manager and Head teacher.
- To be responsible for ensuring that the in-house cleaner(s) fulfil their role correctly
- To attend all work parties and ensure the distribution, use, maintenance and return of all tools. Oversee jobs undertaken, assist to prioritise tasks.

### **All staff responsibilities towards pupils and volunteers**

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible.
- be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards and arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- provide warning notices and signs as appropriate.
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- minimise the occasions when an individual is required to work in isolation.
- provide the opportunity for discussion of health and safety arrangements.
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.
- where private vehicles are used to transport pupils to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used and that the correct insurance is used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the School Business Manager or Headteacher.

### **Responsibilities of all Employees**

All employees have a responsibility under the Health and Safety at Work Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- co-operate with the Head teacher and others in meeting statutory requirements and not

interfere with or misuse anything provided in the interests of health, safety and welfare

- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head teacher
- ensure that tools, apparatus, materials and equipment are in good condition with appropriate warning signs and used in accordance with the manufactures' instructions, where appropriate. Any defects must be reported to the School Business Manager or Caretaker.
- use protective clothing and safety equipment provided, where appropriate, and ensure that these are kept in good condition.
- ensure that offices, classrooms, cloakrooms and other general rooms and spaces are kept tidy.
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the School Business Manager.

## Communication and Training

Detailed guidance and information about health and safety issues can be found in the Health & Safety Service's Guidance Notes which are located in the school office.

The Health and Safety Law poster is displayed in the school office.

Health and Safety Training All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required.

The School Business Manager is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits. Health and Safety training can be given in varying formats. This will include onsite/off-site training with external providers or through online training.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

### **Consultation / concerns**

Members of staff with concerns should normally raise them with the school business manager. If the matter cannot be resolved by them then it should be referred to the council member with nominated responsibility for health and safety.

### **Contractors**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to the school reception where they will be asked to sign the visitors' book and wear an identification badge.

Contractors will be issued with guidance on safeguarding procedures, fire procedures, and any other local management arrangements including vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the School Business Manager or external Project Manager will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

The School Business Manager or nominated person are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. The School Business Manager or external Project Manager will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with.

## Specific arrangements

### **Accident / Incident reporting**

All accidents resulting in injury must be reported by completing the Accident book. Parents / carers will be notified immediately of all major injuries concerning their child.

Accident records are compiled and stored confidentially by the school. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the school administrator.

The accident book and report forms are available in the office.

It is the policy of the school to comply with the requirements of RIDDOR 95. All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE

Accidents will be monitored for trends and a report made to the Finance, HR and Health and Safety Committee.

### **Asbestos**

The Council will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling building and refurbishment projects to the building.

The school holds a report, carried out by the Landlord in 2013, about Asbestos in school which indicates that no asbestos has been identified in the building. This is available in the office.

### **Buildings/Premises**

The School Business Manager is responsible for ensuring that a risk assessment is undertaken and in place for the general site and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees

- Outdoor play equipment
- Hazardous plants
- Waste storage and disposal
- Vehicle/pedestrian conflict
- Water contamination
- Electrical safety

We will ensure that our sites are kept in a condition which is safe for staff, children and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.

### **Contagious diseases**

Parents are responsible for keeping their child(ren) at home if they have a contagious illness or infection. A child who has diarrhoea or sickness must be kept at home until it has stopped for at least 48 hours.

The school office must be informed so that other parents can be alerted to keep all children and adults as healthy as possible.

The office holds a list of contagious diseases and the length of time affected children should stay away.

**Covid-19:** The school will maintain a risk assessment which will be regularly reviewed and updated in line with guidance from Public Health and the DfE. The school will ensure that parents and staff are regularly communicated with regarding any measures put in place relating to Covid-19 control.

### **Curriculum Safety**

In all curriculum areas, children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.

Risk assessments for curriculum activities will be carried out by the staff member leading the activity using the school's model risk assessment where applicable.

### **Display Screen Equipment (DSE)**

It is the policy of the school to comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be arranged by the School Business Manager. Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £35.

### **Dogs**

Dogs (except guide dogs) are not allowed on the school premises or in the grounds.

### **Electrical Safety**

PAT testing of electrical items is carried out annually. A log is maintained of all items checked.

Any Electrical Equipment donated or brought from home must be checked for safety before being used in any school. New equipment does not require testing (as long as the purchased equipment meets the minimum British Standard required).

Staff are expected to be aware of the basic safety rules for using electrical equipment. All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the school caretaker or school business manager.

The Landlord (Dartington Hall Trust) has responsibility for undertaking an electrical installation test every 5 years. The landlord has responsibility for undertaking any remedial actions specified as a result of the test.

### **Emergency Management and Business Continuity Management**

Emergency Management and Business Continuity Management are closely related disciplines and share the same response management structures. However:

- Emergency Management – is the ability to respond to an event or situation that threatens the welfare of members of the school community, serious damage to the school environment or the school's security.
- Business Continuity Management – is the ability to respond to disruptive incidents and emergencies by identifying and maintaining the school's critical activities, and returning to 'business as usual' as quickly as possible.

An emergency and business continuity plan will be developed by the School Business Manager with the Head teacher and approved by The Council. This will be reviewed annually.

Staff must be made particularly aware of procedures relating to critical incidents.

The DFE has an information and guidance page [\(click for link\)](#)

### **First -Aid**

First aid should be administered by a qualified first aider only.

Where doubt exists as to the severity of an accident, the emergency services should be called. Grid references for the school are held on the office wall and in the first aid room.

Emergency telephone numbers are held by the office.

First aid is available in the school office. Portable boxes are kept in the school office cupboard. These boxes are equipped with the approved contents and not used to store any other items. They are checked and replenished as required, but not less often than once each term.

The name of the appointed person is Gemma Newbury, School Administrator.

A list of staff who hold a current First Aid certificate (including paediatric where appropriate) is available on the office wall along with telephone numbers and the grid reference of the school for summoning an ambulance or doctor.

A current list of staff and children with known first aid information is available on Scholarpack, the school MIS.

The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the



supervising staff.

See First Aid Policy and Procedures for further details.

## **Fire Safety**

### **Fire Risk Assessments**

The school will ensure that individual Fire Risk Assessments covering all buildings are reviewed annually. In addition, detailed Fire Evacuation Arrangements will be in place and displayed in each room. The Landlord has responsibility for undertaking a Fire Risk Assessment for the main building.

Staff with responsibility for individual rooms (e.g., class teachers) should be aware of the Fire Risk Assessment for their area and are responsible for keeping their areas safe from fire hazards and ensuring fire exits are not obstructed.

### **Fire doors**

Fire Doors are designed to slow the spread of fire and smoke throughout the building. Fire doors are designed to close automatically and must never be blocked, jammed or tied open.

### **Fire exits**

Fire exits are located at strategic points. Exit doors must never be locked, blocked or used as storage space. In the event of the fire alarm sounding, employees and pupils must exit the building by the nearest exterior door.

Where buildings have no natural light or are used after dark, emergency lighting is installed in exit corridors and above emergency exit doors.

### **Fire drills and responding to fires**

All persons on the premises have a duty to report immediately any fire, smoke or potential fire hazards by using a fire alarm or reporting to a senior member of staff.

All staff must be familiar with the fire drill and in particular the arrangements for those with mobility difficulties.

There will be a fire drill every term and this is to be recorded in the Fire Book. Each September when the new cohort of pupils arrive the fire drill is to be instructional rather than a 'practice'.

Fire safety awareness training must be completed by all staff annually.

Identified Fire wardens are:

- Arnet Donkin
- Sallyann Crowe
- Gemma Newbury
- Mark Maynard
- Martin Corbin

These staff have all completed additional training.

### **Fire detection equipment**

The Landlord (Dartington Hall Trust) has responsibility for the testing of fire detection equipment in the, with the exception of the Elliot Classroom which is the responsibility of the school.

The School Business Manager is responsible for ensuring that the school's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of firefighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills.

### **Hazardous Substances**

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible and making consideration of the environmental impact of that substance. Wherever possible substances should be used that minimise environmental impact.

Within curriculum areas, teachers are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, teachers must ensure that an up-to-date inventory of hazardous substances and risk assessments are in place relating to any planned use of hazardous materials and that actions identified to reduce risk are followed.

In all other areas the school business manager shall ensure that:

- an inventory of all hazardous materials and substances is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment
- all relevant staff are trained in the safe handling of hazardous substances (and reviewed every 3 years)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers.

### **Internet Safety**

All staff members should familiarise themselves with the Safeguarding and Child Protection Policy and E-Safety Policy.

To ensure the safe and appropriate use of the use of the school internet is monitored by an external company who will alert the school in the instance of inappropriate activity. The service also provides a search engine filter.

Pupils are taught about safe internet use within the school curriculum.

### **Kitchen**

To keep everyone safe:

- Shoes must always be worn there by adults and children;
- Any broken glass must be wrapped carefully before disposal into black bin for landfill waste;
- No children are allowed in the kitchen without supervision;
- No children are allowed to make hot drinks at any time;
- Doors to the corridor must be kept shut;
- Cooking knives must be kept stored out of sight and should not be left unattended;
- 

The person in charge of cooking lunch must hold an up-to-date Food Hygiene Certificate and is responsible for the procedures above being upheld to keep the kitchen clean and safe for everyone.

### **Legionella**

A water risk assessment for the school has been completed by our Water Safety Contractors. Regular checks are made to ensure safety. The School Business Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book.

This risk assessment will be reviewed where significant changes have occurred to the water system.

### **Lettings**

The School Business Manager must ensure that:

- The means of access are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the School Business Manager knows of any hazard associated with the above, she/he should take action to make hirers aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

### **Lone working**

If any employee is required to work on their own on at school premises outside of normal working hours, they must ensure that they inform someone (not necessarily another employee) when they arrive and when they leave.

If, in the duration of your role at school, you are required to work on your own with a young person or vulnerable adult you must follow the safe working practice.

### **Maintenance of Plant and Equipment**

Regular inspection and testing of school equipment are conducted to legislative requirements by competent contractors. Records of such monitoring will be maintained by the School Business Manager.

All staff are required to report any problems found with plant/equipment to the School Business Manager or Caretaker. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken:

- Heating boiler (responsibility of Landlord)
- Monthly inspection of Caretaker workshop equipment

Relevant staff members are responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided.

### **Manual handling operations**

It is the policy of the school to comply with the Manual Handling Operations Regulations 1992.

### **Medication Arrangements**

Park School recognises that children with medical needs have the same rights of admission to the school and that there will be children who will need to take medication during the school day.

The school has a policy for the Administration of Medicines.

### **Nuts**

The school does not currently operate a nut free policy however food provided by the school kitchen is peanut and pine nut free. In the event of a child enrolling at Park who has a severe nut allergy, this policy will be reviewed accordingly.

### **Offsite Visits & Activities**

Park School has a separate policy for the organisation and execution of Off-Site Visits and Activities.

All staff leading off-site visits and activities should make themselves aware of this policy and ensure that a risk assessment is undertaken and approved by the Head teacher or other senior leader at least 24 hours prior to the visit.

### **Smoking**

Smoking is not permitted in any of the school buildings and grounds.

### **Snow and Ice clearance**

In the event of snow fall or icy conditions, the caretaker will clear a path from the main road to the doors into the premises and treat it with a mixture of sand and salt. In the absence of the caretaker, School Business Manager will arrange for someone to undertake this task.

Paths into all buildings should be cleared and treated as above.

Once recognised paths have been created, every effort is made to maintain them in a safe condition by the caretaker.

Rock salt for clearance purposes is stored in the Resources Room.

### **Pond area**

The pond is located by the rope swing and is visible from the school grounds. It is surrounded by a fence and a gate.

All staff should ensure that they monitor the pond area. The gate should be kept locked at all times when the area is not being used and supervised by a member of staff.

Children must ask an adult before entering.

### **Trees**

The Landlord is responsible for undertaking an annual tree survey and maintain the trees in a safe condition.

If a staff member notices any defective tree (often after a storm there will be loose branches hanging in the tree), the Caretaker (or School Business Manager in their absence) should ensure that the area immediately under the tree is cordoned off. The School Administrator will then notify the Landlord of the hazard.

After storms and high winds Park staff (the Caretaker, Head teacher or School Business Manager) are responsible for carrying out first checks on trees and branches within the grounds. If necessary, any trees should be cordoned off and placed out of bounds until they are made safe. The School Administrator will then notify the Landlord of the hazard.

### **Tree climbing**

Tree climbing is an important opportunity for the pupils to learn about self-management of risk and it provides valuable opportunities for physical development and confidence.

The school has a separate policy and procedures for tree-climbing. Staff members should familiarise themselves with this policy and support the pupils understanding of safe tree-climbing.

### **Visitors**

Visitors to the school report to the office where they are required to sign in, provided with a visitor badge and lanyard which must be worn, and are assigned to a member of staff who will supervise them whilst on the premises.

All visitors must be made aware of the school safeguarding statement and the procedure in the event of the fire alarm sounding. The person responsible for the visitor should ensure their safety in the case of the alarm sounding.

Current safeguarding procedures must be followed at all times.

### **Work equipment**

It is the policy of the school to comply with the Provision and Use of work equipment regulations (PUWER) 1998.

The school will endeavour to ensure that all equipment used in the buildings is safe and suitable for the purpose for which it is used.

All staff will be provided with adequate information and training to enable them to use work equipment safely.

All work equipment will be clearly marked with health and safety warnings where appropriate.

## Monitoring

The School Business Manager will be responsible for putting in place procedures to monitor compliance with this policy.

The School Business Manager will report termly to the Council subcommittee for Finance, HR and Health and Safety. This report will include:

- Notifiable accidents to the HSE (RIDDOR)
- Accidents (staff / pupils / visitors)
- Fire Drill
- Confirmation of regular testing, e.g. fire safety equipment, legionella, electrical equipment, etc., and any actions arising from these.