

**Parkstone Grammar School**



**HEALTH AND SAFETY  
POLICY**



# HEALTH AND SAFETY POLICY

## STATEMENT OF INTENT

The Governing Body of Parkstone Grammar School is committed to high standards of health, safety and wellbeing and recognises its statutory responsibilities under the terms of the Health and Safety at Work Act 1974, and subordinate regulations.

It is our aim to ensure:

- A safe and healthy working environment with adequate control of health and safety risks arising out of activities;
- An effective organisation to implement the policy;
- Full consultation with staff on matters affecting their health and safety;
- Effective communication throughout the school on health and safety matters;
- Provision of information, instruction and supervision;
- All staff are competent to carry out their work and meet their health and safety responsibilities;
- Provision of adequate training and development;
- Risk assessments are undertaken and the necessary controls implemented;
- The effective management of contractors;
- Competent advice is obtained when not available within school;
- Effective monitoring and review of the implementation of the policy and health and safety performance;
- Provision of adequate resources to implement this policy

## ORGANISATION FOR IMPLEMENTING THE POLICY

### Responsibilities of Governing Body

In consultation with the Headteacher, the Governing body has a responsibility to:

- Review this Health and Safety Policy statement at regularly intervals and ensure it is circulated to all employees;
- Ensure that measures are in place to monitor the effectiveness of this policy;
- Allocate adequate financial provision to meet the requirements of all relevant legislation;
- Ensure adequate resources are available to provide sufficient and suitable Health and Safety information and training as required;
- Ensure that where required, support and advice is obtained on Health and Safety issues;
- Put in place arrangements for joint consultation and employee participation in Health, Safety and Welfare matters.



## Responsibilities of the Headteacher

The Headteacher is responsible for the overall implementation of this policy. This includes day-to-day responsibility for the maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular the Headteacher will:

- Nominate a manager as Health and Safety Co-ordinator;
- Ensure other managers meet their health and safety responsibilities;
- Ensure the arrangements for consultation with staff are implemented;
- Ensure effective communication of health and safety matters;
- Ensure requirements with regard to staff competence are met;
- Ensure health and safety standards and school health and safety procedures are implemented;
- Ensure risk assessments are carried out;
- Ensure health and safety monitoring is undertaken including:
  - incident reporting and investigation;
  - specific equipment/premises inspections;
  - health and safety staff appraisals; and
  - ensuring reports are provided to the Governing Body.
- Report to the Governing Body any health and safety issues that cannot be resolved.
- Seek specialist competent Health and Safety advice where needed.

## Responsibilities of the Senior Management Team

The senior management team will support the Headteacher with regard to the overall management of health and safety. This includes:

- Providing leadership by ensuring health and safety is considered as part of decision making;
- Considering the health and safety impact of new initiatives;
- Informing the Headteacher about any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the school's health and safety policy in their areas of control.

## Responsibilities of the Health and Safety Co-ordinator: *Premises Manager*

The Health and Safety Co-ordinator is responsible for the overall co-ordination of health and safety across the school. Responsibilities include:

- Co-ordinating all aspects of health, safety and wellbeing;
- Disseminating health and safety information;
- Co-ordinating accident reporting procedures;
- Co-ordinating emergency evacuation procedures;
- Ensuring health and safety matters raised by staff are dealt with;
- Maintaining a central file of health and safety procedures and other relevant information;



- Monitoring implementation of the policy by:
  - ensuring Heads of Department take responsibility for Health and Safety within their department;
  - ensuring accidents are investigated;
  - reporting reportable incidents to the Health and Safety Executive;
  - reporting health and safety issues that cannot be resolved to the Headteacher and Governing Body.
- Ensure that routine maintenance checks and inspections required by legislation including boilers, lifts, local exhaust ventilation, portable appliance equipment etc. are undertaken
- Ensure that premises safety inspections of the school and the grounds are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (where appropriate);
- Attend to defect reports and recommendations from colleagues including the Headteacher, and other staff ;
- Ensure that all portable electrical equipment is tested in line with statutory guidance;
- Ensure all accidents within the area of responsibility are recorded in line with the school policy;
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Work closely with building and construction contractors to ensure work is carried out safely.
- Ensure that all contractors disturbing the fabric of the building are shown and understand the asbestos register before starting work.

### **Responsibilities of Heads of Department**

Managers are responsible for implementing the policy in their area of control. This includes:

- Ensuring staff meet their health and safety responsibilities;
- Consulting with staff on matters affecting their health and safety;
- Communicating health and safety information to staff;
- Assessing staff competence and ensuring appropriate training and development;
- Ensuring health and safety standards and the school health and safety procedures are implemented;
- Ensuring risk assessments are carried out;
- Ensuring safe working procedures are prepared for activities under their control;
- Implementing monitoring arrangements including:
  - incident reporting and investigation;
  - specific equipment/premises inspections;
  - health and safety in staff appraisals.
- Reporting any health and safety issues to the Health and Safety Co-ordinator.
- Ensuring staff have access to specialist H&S information and guidance where needed, for example CLEAPSS for science/D&T and AfPE guidance for PE.



## Responsibilities of Teachers

Teachers are responsible to their Line Manager for the immediate safety of the students in their classroom, work space, laboratory or workshop. Additionally, each teacher will:

- Undertake and implement risk assessments for activities and ensure that safe working procedures are followed;
- Ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- Ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use;
- Report defects and make recommendations to their line manager where necessary;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.

## Responsibilities of All Members of Staff

All members of staff are responsible for:

- Their own health and safety and that of others affected by their actions;
- Co-operating with the Governing Body by following the school's Health and Safety policy and meeting responsibilities laid down in other school policies;
- Reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the Health and Safety Co-ordinator;
- Undertaking health and safety training/development identified as necessary;
- Using work equipment in accordance with safe working procedures, instructions and training;
- Not making unauthorised or improper use of equipment;
- Ensuring a risk assessment is undertaken when carrying out projects or new activities;
- Reporting health and safety incidents, and near misses, in accordance with the school's reporting procedures.

## ARRANGEMENTS

### Accident Reporting

All accidents and near misses involving staff, students and visitors should be reported to the main office who will make a record on the appropriate form and inform the Health and Safety Co-ordinator.

The Health and Safety Co-ordinator will conduct an accident investigation, the level of which will depend on the nature of the accident and, where appropriate, will make a report to the Head and Governing Body. Risk assessments are reviewed in line with investigation outcomes.

Where necessary, accidents are reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):



- Work related accidents resulting in the death or major injury of an employee or self-employed person working on the site;
- Work related accidents resulting in the death of a non-employee (such as a pupil or parent) or them being taken to hospital for treatment;
- Accidents connected with work resulting in an employee or self-employed person working on the site being unable to perform their normal duties for more than 7 consecutive days;
- Work related diseases and dangerous occurrences, as specified within RIDDOR.

### **Asbestos**

An effective asbestos management system is implemented in school to ensure exposure to asbestos is avoided.

A hard copy of the school's asbestos policy is located in the Finance and Premises Office.

The asbestos survey should be consulted before any routine maintenance or minor work takes place and a permit to work completed.

Before any major work may be undertaken, i.e. work that may disturb the fabric of the building, a refurbishment or demolition survey should be commissioned with a specialist asbestos surveyor.

The removal of any asbestos containing materials must be undertaken by a licensed asbestos removal contractor.

### **Control of Substances Hazardous to Health (COSHH)**

The Governing Body is committed to protecting its employees and others who may be exposed to chemicals or other hazardous substances by complying with the COSHH Regulations 2002.

Before any work involving chemicals or other hazardous substances is undertaken, managers are required to conduct a full risk assessment in consultation with their staff and consider the precautions necessary to either prevent or adequately control exposure.

Risk assessments should be recorded in writing, accessible to those at risk and copied to the Health and Safety Co-ordinator.

Managers should then:

- Ensure all controls are used and maintained properly;
- Ensure all safety procedures are followed;
- Monitor the exposure of their staff and others to chemicals and hazardous substances.

In the event of an accident, incident or emergency involving chemicals or hazardous substances immediate contact should be made with the Office Manager; and the Health and Safety Co-ordinator.

Managers are required to ensure they and their staff possess sufficient information on all chemicals and hazardous substances they may be exposed to. Training and instruction will be provided when required.



## Contractors

- Contractors will be vetted prior to the awarding of any contract, to ascertain their competency to carry out the work safely;
- Contractors must abide by the school's Health and Safety policy and not endanger staff, pupils or other visitors to the site;
- The Premises Manager will be responsible for the co-ordination of contractors' activities on site;
- The Premises Manager will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and visitors to the premises. This will be achieved by the posting of suitable notices by the Contractor in consultation with the Premises Manager;
- All contractors must report to the Premises Manager, before any work takes place and prior to each working session. He/she should then inform the contractor of any conditions which may affect his safety and that of others.

## Electrical safety

- The School will ensure that fixed installations will be inspected and tested by a competent electrician at 5-yearly intervals or in the event of a fault developing.
- Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable equipment in offices and other low risk environments". – copy found with the Premises Manager.
- In addition to the safety checks detailed above, staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used, and should report any faults identified to the Premises Manager.

## Fire Safety

A fire risk assessment is undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identifies the physical fire precautions in place, the measures to prevent fires starting, and the measures to ensure everyone can escape from the building in the event of a fire.

Evacuation plans based on the outcomes of the risk assessment have been produced and these are displayed. Fire drills are carried out termly.

The fire alarm system and fire escapes are checked weekly by the Caretaker and/or Premises Manager.

## First Aid

First aiders will receive training and attend regular refresher courses provided by approved training providers, to ensure that skills are maintained. The number of first aid personnel is based on the number of pupils and employees, taking into consideration adequate provision for leave and absences, off-site activities, practical departments (e.g. Science, Physical education) etc.

If a student feels sufficiently ill to have to leave the room, the student should be escorted to Reception. If staff have concerns about the safety of a student they should send for First Aiders to attend.

In case of serious injury, an ambulance should be sent for and the Health and Safety Co-ordinator informed, who in turn will inform the Headteacher. The injured person should not be moved unless they are in danger.



Where the injury was the result of an accident, an accident form must be completed. Forms are available from the School Office.

A list of staff with first aid qualifications and details of the location of medical kits can be found in Appendix 2 and is also displayed in the Staff room and the Staff Handbook. Medical kits are also available for staff to take on trips and visits.

### **Hiring Out School to External Groups**

The School has a lettings policy that covers procedures for fire evacuation and security arrangements and the requirements relating to accident and near miss reporting and the provision of first aid. The School will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated and available on the school website.
- Adequate arrangements for emergency evacuation are in place and communicated.

Persons/organisations letting the site must agree to:

- i) Co-operate and co-ordinate with the school on health and safety matters.
- ii) Agree to the terms of the lettings policy in relation to health and safety arrangements.
- iii) Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

### **Learning Outside the Classroom**

The Educational Visit coordinator has the following duties:

- To ensure that planned offsite activities meets the school's requirements, including those of risk assessment and approval as required.
- Work with the Governors and Headteacher to produce an offsite activities policy and operating procedures clearly setting out aims, objectives and procedures for the school.
- Assign competent people to lead or otherwise supervise offsite activities.
- Assess the competence of leaders and other adults proposed for a visit.
- Organise and keep records of the training of leaders and other adults taking pupils on a specific learning experience.
- Ensure the group leader informs parents and gains the correct consent of parents if outside curriculum time, providing full details of the experience beforehand so that parents are fully informed.
- Ensure that the school has emergency procedures, including effective communication with parents, staff and base contacts in place in case of a major incident during offsite learning.
- Ensure group leaders evaluate the visit to ensure best value, plan for the future and inform risk assessment.
- Keep records of individual offsite activities experience including the evaluation, reports of accidents and 'near misses'.
- Review systems and monitor practice.



## **Risk Assessments**

All Heads of Department and managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control.

These should be done in consultation with their staff and reviewed on a regular basis, depending on the risk level as determined by the Premises Manager.

Risk assessments should be recorded in writing, accessible to those at risk and copied to the Health and Safety Co-ordinator.

## **Security**

All visitors and contractors must sign in and out at reception. Whilst on site visitors and contractors are required to wear identity badges.

Anyone not security checked by the school is not allowed to move around the school unaccompanied. The database of security checked personnel/visitors is kept by the Headteacher's PA.



## APPENDIX 1

## Individuals with specific Health and Safety responsibilities

<b>Responsibility</b>	<b>Name</b>
Headteacher	David Hallsworth
Health and Safety co-ordinator	Richard Ford
Lead Governor for Health and Safety	Simon Dunk
First Aid Co-Ordinator	Jacque Pearcy
Fire Safety Precautions	Richard Ford
Accidents reported to	Main Office and Richard Ford
Educational Visits Co-Ordinator	Jez Graves
Work Experience Coordinator	Jackie Gilbert



## APPENDIX 2

**Present First Aiders**  
(Updated January 2019)

<b>Name</b>	<b>Expiry Date</b>
<b>OFFICE STAFF</b>	
Andrea Carter	27 September 2019
Sarah Chamberlain	27 September 2019
Caroline Cuthbert	9 November 2020
Lorraine Du Casse	12 July 2019
Mary Fairhall	08 May 2020
Fiona Houldey	20 June 2019
Gabby James	04 May 2020
Lorraine Prince	9 November 2020
Sam Rogers	12 July 2019
Julia Wilkinson	01 November 2021
Tania Wilkinson	3 March 2019
Zoe Wood	8 March 2019
<b>SCIENCE TECHNICIANS</b>	
Teresa Hoare	19 April 2021
<b>TEACHING STAFF</b>	
Jenny Bassett	19 July 2020
Louise Beattie	16 June 2020
Leanne Coote	23 November 2020
David Goldsmith	22 June 2020
Laura Greening	05 December 2021
Rosie Moore	06 March 2021
Michaela Starosta	22 June 2020
Jon White	15 June 2020
Danni Willis	06 February 2021

