

PARK SCHOOL AND NURSERY – HEALTH AND SAFETY POLICY – ISI 11

1. STATEMENT OF INTENT

- 1.1 Park School (Bournemouth) Ltd, and its Board of Governance (Forfar) will meet the responsibilities under the Health and Safety at Work Act and other Health and Safety legislation to provide, as far as is reasonably practical, safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the Health and Safety of other people such as pupils, visitors and contractors. Details of how this will be done are given in this Health and Safety statement.
- 1.2 The Proprietor will ensure that effective consultation takes place with all employees on Health and Safety matters and that individuals are consulted before allocating Health and Safety functions to them. (The School's Health and Safety Committee meet at least once a term or as required.)
- 1.3 Where necessary the Proprietor will seek specialist advice to determine the risks to Health and Safety in the establishment and the precautions required to deal with them.
- 1.4 The Proprietor will provide sufficient information and training in Health and Safety matters to all employees in respect to the risk to their Health and Safety.
- 1.5 The Proprietor requires the support of all staff to enable the maintenance of high standards of Health and Safety in all the schools' activities.
- 1.6 This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk.

2. OTHER SOURCES OF HEALTH AND SAFETY INFORMATION: -MOST OF OUR DOCUMENTS CAN BE FOUND ON EVERY

- The Health and Safety Law Poster which is sited in the staff room
- Other school policy documents
- Park School Staff Welcome Guide and induction manual
- The staff employment manual
- Risk Assessments
- Educational Visits Policy Document/Risk Assessments
- Park School Parents' Handbook
- Asbestos/Water Management/Fire/COSHH Logs

3. ORGANISATION

- 3.1 The School's Health and Safety Committee comprises of
 - The Headteacher: Mrs R Cattani (Interim head)/ Mrs N Ward (From January 2025)
 - The CEO: Mr J Forsyth
 - The Nursery Manager: Miss R Mellows
 - Busar: Deborah de-St-Aubin
 - Safety Officer: Mr D Pouncett
 - The Site Manager: Mr S Main
 - Pastoral and Medical Lead: Miss E Whitbread
- 3.2 The Committee is chaired by the Headteacher and Safety Officer and minutes of the Committee meetings are kept in the Health and Safety files on SharePoint & Every.

4. RESPONSIBILITES

- 4.1 Watson & Watson have been appointed by Forfar as External Competent advisers and will be consulted as required.
- 4.2 The Proprietor, Park School (Bournemouth) Ltd, is responsible for:
 - 4.2.1 The formulation and ratification of the establishment's Health and Safety Statement and Health and Safety Policy.
 - 4.2.2 Regularly reviewing Health and Safety arrangements (at least annually) and implementing new arrangements where necessary.
 - 4.2.3 Ensuring that the site and premises are maintained in a safe condition.
 - 4.2.4 Ensuring that risk assessments are made and recorded of all the schools' work activities including those off site which could constitute a significant risk to the Health and Safety of employees or other persons.
 - 4.2.5 Ensuring that the statement and other relevant Health and Safety documentation is drawn to the attention of all employees.
 - 4.2.6 Prioritising action on Health and Safety matters, seeking further advice where necessary and ensuring that appropriate action is taken.
 - 4.2.7 Promoting lofty standards of Health and Safety within the establishment.
 - 4.2.8 Active and reactive monitoring of Health and Safety matters within the school including Health and Safety inspection reports and accident reports.
 - 4.2.9 Monitoring contractors, ensuring that only competent, approved contractors are engaged to work on the school site and ensuring they consult the asbestos log.
 - 4.2.10 Seeking specialist advice on Health and Safety matters where appropriate.
- 4.3 Mrs Christine Pouncett is responsible for Health and Safety governance and oversight within the school on behalf of the School Board of Governance.
- 4.4 The Headteacher is responsible for:
 - 4.4.1 Contributing to the day-to-day management of Health and Safety matters in the establishment in accordance with the Health and Safety Policy and ensuring the Health and Safety arrangements are carried out in practice.
 - 4.4.2 Ensuring that information received on Health and Safety matters is passed to the appropriate people.
 - 4.4.3 Identifying staff Health and Safety training needs and recommending options to the Health and Safety Officer.
 - 4.4.4 Monitoring the establishment's Health and Safety standards and ensuring an ethos whereby Health and Safety is given the necessary importance across the staff team.
- 4.5 The Site Manager is responsible to the Headteacher for:
 - 4.5.1 Monitoring contractors on site.
 - 4.5.2 Monitoring and approving any working at height.
 - 4.5.3 Jointly with the H&S Officer, monitoring, purchasing and maintenance of equipment and materials and ensuring that they comply with current Health and Safety standards.
 - 4.5.4 Ensure that all regular checks are carried out in a timely manner and are recorded appropriately in the various logs held in the Headteacher's office.
 - 4.5.5 Contributing to the day-to-day management of Health and Safety matters in the

establishment in accordance with this policy and ensuring the Health and Safety arrangements are carried out in practice.

- 4.6 The Pastoral and Medical Lead is responsible for:
 - 4.6.1 Attending appropriate Health and Safety Training Courses to enable them to discharge their duties effectively.
 - 4.6.2 Providing Health and Safety induction & other training for all staff.
- 4.7 The Safety Officer is responsible for:
 - 4.7.1 Leading the day-to-day management of Health and Safety matters in the establishment in accordance with the Health and Safety Policy and ensuring the Health and Safety arrangements are carried out in practice.
 - 4.7.2 Promoting Health and Safety matters throughout the school.
 - 4.7.3 Drawing up the establishment's Health and Safety action plans and agreeing them with the Headteacher.
 - 4.7.4 Providing feedback on Health and Safety matters to the Health and Safety Committee.
 - 4.7.5 Ensuring that Health and Safety Logs are kept up to date.
 - 4.7.6 Ensuring that the correct accident reporting procedures are followed and that, where appropriate, accidents are investigated.
 - 4.7.7 Arranging Health and Safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Committee.
 - 4.7.8 Ensuring appropriate procedures for authorisation of school visits is followed in terms of Risk Assessment and Health and Safety considerations.
 - 4.7.9 Keeping staff Health and Safety training records up to date.
 - 4.7.10 Ensuring (jointly with the Site Manager/Headteacher) that all statutory inspections are completed, and records kept.
 - 4.7.11 Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness.
 - 4.7.12 Ensuring that comprehensive risk assessments are carried out, recorded, brought to the attention of staff and regularly reviewed as appropriate.
- 4.8 Subject Co-ordinators are responsible for:
 - 4.8.1 The day-to-day management of Health and Safety within their subject in accordance with the Health and Safety policy
 - 4.8.2 Drawing up and reviewing subject policies, procedures and risk assessments regularly (at least once annually)
 - 4.8.3 Carrying out regular Health and Safety monitoring inspections of their subject department and making reports to the Health and Safety Officer where appropriate.
 - 4.8.4 Ensuring follow up and remedial action is taken following Health and Safety inspections.
 - 4.8.5 Arranging for the appropriate subject specific Health and Safety training to be provided to all staff as required.
 - 4.8.6 Passing on Health and Safety information received to the appropriate people.
 - 4.8.7 Acting on Health and Safety reports from above and below in the hierarchy.
- 4.9 All staff have responsibility to:

- 4.9.1 Take reasonable care for the Health and Safety of themselves and others when undertaking their work.
- 4.9.2 Read and follow any Health and Safety policies/advice/risk assessments. Employees will be asked to confirm they have read and understood any documents circulated.
- 4.9.3 Checking classrooms/work areas are safe.
- 4.9.4 Checking equipment is safe before use and informing the subject co-ordinator if any piece of equipment needs repairing or replacing if unsafe.
- 4.9.5 Ensuring that any equipment found to be unsafe is immediately placed out of the reach of children.
- 4.9.6 Ensuring safe working procedures are followed, including following/creating appropriate risk assessments and that any control measures are implemented.
- 4.9.7 Co-operating with the Health and Safety Committee on all matters relating to Health and Safety by complying with the Health and Safety policy and completing and required training.
- 4.9.8 Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare.
- 4.9.9 Reporting immediately to the Bursar/Site Manager/Safety Officer any serious or immediate danger.
- 4.9.10 Reporting to the Bursar/Safety Officer any shortcomings in the arrangements for Health and Safety.
- 4.9.11 Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
- 4.9.12 Participating in Health and Safety inspections and the Health and Safety committee where appropriate.

5. EMERGENCIES

- 5.1 The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Bursar, Safety Officer and Site Manager are informed immediately and that, where appropriate, the emergency services are summoned. They will liaise with the emergency services when they arrive, take advice from them and provide them with a copy of the building plans.

5.2 The Headteacher/Bursar/Safety Officer/Site Manager are responsible for:

- 5.2.1 Ensuring and supervising (where appropriate) the controlled evacuation of people from the building or the site to a place of safety,
- 5.2.2 Summoning of the emergency services
- 5.2.3 That a roll call is taken at the assembly point
- 5.2.4 That no-one attempts to re-enter the building until all clear is given by the emergency services.

5.3 Note: The priorities are as follows:

- 5.3.1 to ensure the safety of all persons, their removal from danger, their care and the application

of First Aid and medical treatment where appropriate;

5.3.2 to call the emergency services when appropriate;

5.3.3 to safeguard the premises and equipment if this is possible without putting persons at risk.

5.4 The Bursar and Safety Officer are responsible for arranging, recording, and monitoring emergency drills at least once per term.

5.5 Details of the locations of all hazardous and flammable substances on site in case of emergency are kept in the COSHH (Control of Substances Hazardous to Health) file in the Bursar's office.

5.6 The school has an up-to-date Fire Risk assessment located within Evry. This will be reviewed annually.

5.7 Fire safety systems are tested according to regulations and the results of the tests are recorded. Records are kept by the Site Manager along with building plans showing the location of equipment.

5.8 All emergency firefighting equipment (for example, fire extinguishers, fire blankets, fire alarm systems, smoke detectors and emergency lighting systems) is checked regularly. Any faults noticed should be immediately reported to the Site Manager or Safety Officer.

6. LOCATIONS OF MAIN SERVICE ISOLATION POINTS

6.1 Building plans (including the locations of the positions of all main service isolation points and the number/use of all rooms) are displayed inside the main entry points to each building and are also available from the Site Manager. These are updated annually or when there is a significant change.

7. ACCIDENT, DANGEROUS OCCURRENCE, VIOLENT INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION

7.1 Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or a near miss, or to whom one is reported, will make an entry on the appropriate form as soon as possible after the event as follows:

7.1.1 Staff member: Staff accident form available from 'staff forms' via Sharepoint or School Office.

7.1.2 Pupil: a pupil accident form, available from 'staff forms' via Sharepoint or School Office.

7.1.3 Near Miss/incident: Health & Safety Log form, available from 'staff forms' via Sharepoint or School Office.

7.2 Completed forms are given to the Pastoral and Medical Lead and Safety Officer who will liaise with the Headteacher and Bursar, monitor accidents and incidents to identify trends and patterns, and notify the members of the Health and Safety Committee of any repairs/changes that need to be made. The Headteacher will also compare these records with the First Aid and Wellbeing Manager to identify any trends. These forms will be used to report any accidents/Dangerous Occurrences reportable under RIDDOR, to the HSE and OFSTED and Child Protection Agencies (EYFS). See Appendix 2 Section 4.6.

8. RISK ASSESSMENT

8.1 All staff are responsible for ensuring that any significant risks/hazards are identified and controlled or avoided. All risk assessments are reviewed annually or sooner if the risk changes.

9. MAINTENANCE OF SITE, PREMISES, HOUSE KEEPING AND HAZARD REPORTING

9.1 All staff must report any hazards or items needing maintenance, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to the Site Manager, Headteacher or Safety Officer.

9.2 Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

10. PREMISES SECURITY

10.1 All staff will follow the School Security guidelines as outlined in the Security/Visitor's Policy stored in Evry.

11. SEVERE WEATHER

11.1 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by the Bursar/Site Manager.

12. HEALTH AND SAFETY TRAINING

12.1 The Pastoral and Medical Officer is responsible for drawing to the attention of all employees the following Health and Safety matters as part of their induction training:

12.1.1 Health and Safety Policy

12.1.2 Education Visits Policy and procedure (if appropriate to their role)

12.1.3 Premises Asbestos Log

12.1.4 Fire and other Emergency Arrangements

12.1.5 Accident Reporting Arrangements

12.1.6 First Aid Arrangements

12.1.7 Safe Use of Work Equipment associated with their Work Activity

12.1.8 Procedures for Hazardous Substances

12.1.9 Water Management Arrangements

12.1.10 Good Housekeeping, Waste Disposal and Cleaning Arrangements

12.1.11 Hazard Reporting and Maintenance Procedures

12.1.12 Special Hazards/Responsibilities associated with their Work Activity including manual handling, use of display screen equipment, Covid 19 precautions

12.1.13 Staff are asked to read policies and risk assessments regularly and confirm their understanding; records are kept.

12.2 INSET - Training will then be arranged as required. Employees who feel that they have need for additional Health and Safety training should consult the Pastoral and Medical Lead or Bursar.

13. PARTICULAR HEALTH AND SAFETY AREAS AND THEIR CONTROL

13.1 The nominated person will ensure that:

13.1.1 adequate and suitable risk assessments are carried out, followed and monitored,

13.1.2 appropriate training is arranged,

13.1.3 regular checks and maintenance of equipment are carried out

13.2 Any queries/further information requests are to be made to the nominated person shown in the table below or the Safety Officer.

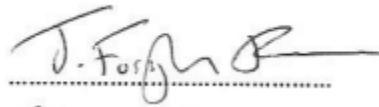
Area	Nominated person
Manual Handling	S Main
Working at height (inc. ladders)	D Pouncett
Caretaking and Cleaning	S Main
Catering Equipment	S Main
Building maintenance	S Main
Grounds Maintenance	S Main
First Aid	E Whitbread
Fire/Emergency evacuations	D Pouncett
Science	Subject Co-ordinator
Design and Technology	Subject Co-ordinator
Art	Subject Co-ordinator
PE	Subject Co-ordinator
Outdoor Play Equipment	S Main
Mobile Staging and Seating	S Main
Pianos, Organs, and Other Musical Instruments	Subject Co-ordinator
Portable Electrical Appliances	S Main
Display Screen Equipment (ICT)	Subject Co-ordinator
Display Screen Equipment	D Pouncett
Personal Protective equipment	S Main
Hazardous Substances	S Main
Asbestos	S Main
Transport	S Main
Noise	D St-Aubin
Waste Management	S Main
Educational Visits and Journeys	E Whitbread
Bullying/Harassment	R Cattani
Lone Working	R Cattani
Occupational Health Services/Stress	E Whitbread
Hire of the premises out of school hours	S Main
Visitors / School Security	E Whitbread
Supplies (Purchasing/Procurement and Deliveries)	S Main
Selecting/monitoring Contractors	D St-Aubin

13.3 Notes:

- 13.3.1 Staff must not bring onto the premises any portable electrical appliances unless the Headteacher has given permission and they have been portable appliance tested in advance
- 13.3.2 Suitable Personal & Protective Equipment will be provided, where identified as necessary in a risk assessment. A High visibility jacket will be worn by duty staff in the playground and when walking the children to outside venues.
- 13.3.3 All employees are responsible for informing the Headteacher as soon as they become aware of a need to repair or replace PPE (Personal Protective Equipment) which they use.
- 13.3.4 On arrival all visitors report to the office where they will be issued with:
- an identification badges
 - relevant Health and Safety information
 - and will sign in
- 13.3.5 An employee seeing an unidentified person should act in accordance with agreed procedures in the Security/Visitor's policy.
- 13.3.6 All visitors when leaving report to the office and:
- hand in their identification badge
 - sign out
- 13.3.7 Park School has a NO SMOKING and VAPING policy. All visitors will be informed of the no smoking and vaping policy. Signs will be displayed in the school wherever required.
- 13.3.8 Employees who are required to use their private vehicles for official business are responsible for providing copies of the vehicle insurance and MOT certificates. The vehicle must be fitted with a suitable seat belt for each passenger and appropriate child seats need to be used for children under 135cm height.

Signed

(Chairman of the board)



Date July 2024

Signed **R. Cattani**

(Headteacher)

Date July 2024