



# Policy Statements and Procedures

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## HEALTH AND SAFETY POLICY

### INTRODUCTION

Parkside Studio College as an educational establishment within The Rosedale Hewens Academy Trust (the Trust) recognises that ensuring the Health and Safety of staff members, students and visitors is essential to the success of the college.

Hewens College is committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under Health and Safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by our curriculum and other activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on Health and Safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continual improvement.
- Ensuring adequate welfare facilities exist in the college.
- Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

Health and Safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff members and students will play their part in their implementation.

### **The Governing Body is responsible for ensuring that:**

- The Health and Safety Policy Statement of Intent is clearly written and it promotes a positive attitude towards safety in staff and students.
- The Principal is aware of her Health and Safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.

- Sufficient funds are set aside with which to operate safe working practices.
- Health and Safety performance is monitored, failures in Health and Safety policy or implementation recognised, and policy and procedures revised as necessary.

A designated Governor with an interest in Health and Safety responsibility liaises closely with the college's Senior Leadership Team and shall participate in scheduled inspections.

**The Principal:** has overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available to achieve this.

She will plan ahead as necessary to ensure human, financial and other resources available to secure a high standard of Health and Safety management, taking competent advice on matters of Health and Safety where relevant.

The Principal will make decisions on Health and Safety issues based on a proper assessment of any risks to Health and Safety, and will liaise with the Estates Manager and Executive Principal (secondary phase) of the Trust to ensure the control of those risks in an appropriate manner.

The Principal will ensure that:

- This Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff members and their representatives.
- All staff members are provided with adequate information, instruction and training on Health and Safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the Health and Safety performance of the college is completed at least annually.

**Please Note:** The Vice Principal shall fully understand the above responsibilities, and with the Senior Leadership Team, support the Principal effectively and provide the necessary leadership in her absence.

**The Estates Manager, The Rosedale Hewens Academy Trust is responsible for:**

- Working in conjunction with relevant Health and Safety Consultants and advising the Principal on Health and Safety policy.
- Acting for and on behalf of the Principal, ensuring the policy is implemented.

- Ensuring the Health and Safety Policy is clearly communicated to all relevant persons.
- Advising the Chief Executive of The Rosedale Hewens Academy Trust on the control of health, safety and welfare related costs within the college.
- The sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meet the highest standards.
- The engagement of external competency for health, safety and welfare matters to support the college's organisation and arrangements for Health and Safety.
- Liaising with the Site Manager with regards to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties engaged for without the college incurring excessive cost.
- Ensuring there is a suitable system in place for records to be kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
- Ensuring arrangements are in place to inspect the premises and monitor performance.
- Ensuring staff members are provided with adequate information, instruction and training on Health and Safety issues.
- Ensuring that all accidents are investigated and any remedial actions required are taken or requested.
- Managing premises staff effectively to ensure that monitoring of the premises and associated services, systems and equipment, including fire safety tests, is carried out in a scheduled and structured manner.
- The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Plant, machinery and equipment is inspected, examined and tested to ensure it remains in a safe condition.
- Establishing the competency of companies or individuals (contractors) to provide professional services meeting required Health and Safety standards, prior to engagement.
- The activities of contractors are adequately monitored and controlled.
- Appropriate information on significant risks is given to visitors and contractors.

**College staff both teaching and non-teaching including technicians, catering and premises staff** have a responsibility to:

- Apply the college's Health and Safety Policy to their own Alliance or area of work and be directly responsible to the Principal for the application of the Health and Safety procedures and arrangements.
- Carry out regular Health and Safety risk assessments of the activities for which they are responsible and submit reports to the Principal as appropriate.
- Ensure that all staff members under their management are familiar with the Health and Safety procedures for their area of work.

- Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety.
- Ensure all accidents in areas of responsibility are investigated appropriately.
- Directors of Teaching and Learning are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students. The risk assessments must be made known to all teaching and support staff members and reviewed regularly.
- Guidance from CLEAPSS (advisory service for science and technology), Association for Physical Education (afPE) - formerly BAALPE, and other lead bodies should be adopted as appropriate.

**Teachers in particular are expected to:**

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the Health and Safety procedures applicable to their area of work.
- Give clear oral and written Health and Safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to Director of Teaching and Learning for their Alliance on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the college without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the premises team.
- Report all accidents, defects and dangerous occurrences in the first instance to the Director of Teaching and Learning for their Alliance.

**All employees must:**

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on Health and Safety issued by the Governing Body or any other person delegated to be responsible for a relevant aspect of Health and Safety.
- Act in accordance with any specific Health and Safety training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.

- Cooperate with other persons to enable them to carry out their Health and Safety responsibilities.
- Inform their Line Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the college's Health and Safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Cooperate with any appointed/elected Safety Representative(s) and Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered.

#### **Obligations of Contractors:**

- When the premises are used for purposes not under the direction of the Principal e.g. the provision of college meals, then, ***subject to the explicit agreement of the Governing Body***, the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Estates Manager or Premises Team of any risks that may affect staff members, students and/or visitors.
- All contractors must be aware of the college's Health and Safety Policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or her representative will take such actions as are necessary to protect the safety of staff members, students and visitors.

#### **Students:**

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the Health and Safety rules of the college and in particular the instructions of staff members given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

#### **PROCEDURE**

The following procedures and arrangements have been established within the college to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all the key Health and Safety arrangements applicable to the college. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File which is kept by the Estates Manager of The Rosedale Hewens Academy Trust.

**Accident and Incident Reporting:** All staff members are required to ensure that all accidents are reported to the appropriate Director of Teaching and Learning in the first instance, who will ensure that the accident is investigated and reported to the Principal, Estates Manager of The Rosedale Hewens Academy Trust or

the Premises Team. If appropriate the Chief Executive's office and Governing Body will be informed and they will in turn contact the Health and Safety Executive (via the Local Authority). All incidents or near incidents i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

**Asbestos:** The Estates Manager and premises team are responsible for ensuring that the site Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

- Staff members must not affix anything to walls, ceilings etc. without first obtaining approval from the Estates Manager.
- Inspection and condition monitoring of any asbestos on site, is carried out by a competent person under a contractual arrangement.
- Staff members must report any damage to asbestos materials immediately to the Estates Manager or Premises Team.
- Where damage to asbestos material has occurred the area must be evacuated and secured. The Estates Manager or Premises Team will immediately notify the engaged asbestos consultant by telephone.

**Display Screen Equipment (DSE):** The Executive Principal (secondary phase) is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff members who regularly use laptops or desktop PCs. Staff members are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

**Educational Visits and Trips:** The Principal is responsible for ensuring that educational trips are managed in accordance with the Educational Visits Policy which all teachers must be familiar with.

**Electrical Safety:** The Estates Manager and Premises Team are responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The Estates Manager will ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive. All staff members must be familiar with college procedures and report any problems to the Premises Team in the first instance. Staff members are reminded that they must not bring electrical equipment into College without the permission of the Principal.

**Fire Precautions and Emergency Procedures:** The Principal is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the College Emergency Plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training for selected staff members.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff members and students with special needs.

The Estates Manager, through the Premises Team, is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff members must be (made) familiar with the College's emergency plan and evacuation procedures.

**First Aid:** The names of the College's qualified First Aiders are displayed in Reception. First Aid supplies are kept in the First Aid/Welfare Room in the Key Stage Building and in the Library with the Librarian who is also First Aid qualified. It is the responsibility of the appointed First Aid qualified staff to ensure that stocks of supplies are kept up to date. All staff members must be familiar with the College's arrangements for First Aid.

**Hazardous Substances:** The Estates Manager and Premises Team are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with manufacturers' instructions and only used by authorised persons trained in the safe use of the products. All staff members are reminded that no hazardous substances should be used without the permission of the Principal. The Directors of Teaching and Learning for the Science, Art, Design and Technology Alliances will be responsible for ensuring Control of Substances Hazardous to Health (COSHH) assessments are carried out and communicated for any authorised products used in those Alliances. The Estates Manager will be responsible for ensuring Control of Substances Hazardous to Health (COSHH) assessments are carried out and communicated for any authorised products used elsewhere in the college.

**Inclusion:** All teaching and support staff members should be familiar with the college's policy on SEND and Inclusion. The Principal is responsible for ensuring that there are adequate facilities and support staff members to ensure the health, safety and welfare of any student with special educational needs or disabilities (SEND). All teaching and support staff members must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs. Directors of Teaching and Learning must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with SEND. No student should be excluded from an activity on the grounds of Health and Safety unless this is absolutely unavoidable. Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Principal.

**Lettings/shared use of premises/use of Premises outside College Hours:** Although out of hours activities by those using College facilities will be controlled by others (the organisers), the Estates Manager is responsible for ensuring that any use of the premises outside of College hours is managed in accordance with the college's Health and Safety and Lettings Policy. The Estates Manager is responsible for ensuring fire and emergency arrangements and any restriction on use of facilities and equipment.

**Lone Working:** Lone workers are defined as anyone who works by themselves without close or direct supervision. Premises staff, in particular, and cleaning staff members may be regular lone workers, but teachers and other staff may also work in isolated classrooms and offices after normal College hours or during holiday times. Any member of staff working after hours must notify the Director of Teaching and Learning for their Alliance or their Line manager of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

**Managing Medicines and Drugs:** No student is allowed to take medication on the College site without a letter of consent from his/her parent, guardian or carer. Staff members must notify the Principal immediately if they believe a student to be carrying any unauthorised medicines or drugs. The College Policy for Administration of Medicines and Supporting Students with Medical Needs provides detailed guidance and all staff members should be familiar with this Policy.

**Maintenance and Inspection of Equipment:** The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Estates

Manager. All faulty equipment must be taken out of use and reported to the Estates Manager. Staff members must not attempt to repair equipment themselves.

**Manual Handling and Lifting:** The Estates Manager will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Team for assistance. Students are not allowed to move or lift any heavy or unwieldy furniture or equipment. Staff and support staff members who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

**PE Equipment:** The Director of Teaching and Learning for the Physical Education (PE) Alliance is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students. Risk assessments are to have been completed for all PE activities and all staff members must be familiar with these. Equipment such as wall bars, ropes, beams, benches and mats are formally inspected annually by a competent contractor. All PE equipment must be visually checked before lessons and returned to the designated store area after use. Students must not use the PE equipment unless supervised. Any faulty equipment must be taken out of use and reported to the Director of Teaching and Learning for the PE Alliance.

**Personal Belongings:** In order to ensure the health, safety and well-being of everyone, no sharp objects such as knives, blades or penknives will be permitted on the premises. Wearers of the Kirpan will need to be mindful that this must be manufactured blunt and of small size (no more than 38mm in length); firmly stitched by machine into a secure cushioned pouch so that it cannot be drawn under any circumstances; remains out of sight at all times; in order to ensure that others do not have access to it. A member of staff can ask for the item in certain situations so that it can be locked away e.g. during PE lessons.

**Personal Protective Equipment (PPE):** Where the need for PPE has been identified in Risk Assessments, it is the Principal's responsibility to ensure adequate provision of suitable PPE. Where a need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health. Any staff member or student who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in designated areas. Staff members must report any lost or damaged PPE to the Principal.

**Risk Assessments:** It is the Estate Manager's and Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the College. The Principal and Senior Leadership Team through the Estates Manager are responsible for ensuring general risk assessments are carried out. Directors of Teaching and Learning will undertake risk assessments for their areas including teaching areas. The Premises Team will ensure risk assessments for maintenance and cleaning tasks are carried out.

**Security:** Reporting to the Estates Manager, the Premises Team are responsible for the security of the College site and will undertake regular checks of the boundary fences, entrance points, outbuildings and external lighting. They are also responsible for the security of the site during out of hours use and lettings. Staff members must question any visitor on the College premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive assistance should be sought. Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the College where assistance is available. The Principal should be notified in advance of these meetings where possible. Any incidents of verbal abuse or threatening behaviour by parents, guardians, carers, other visitors or students must be reported immediately to the Principal.

**Site Maintenance:** Reporting to the Estates Manager, the Premises Team are responsible for ensuring the basic maintenance of the College premises and grounds and for ensuring cleaning standards are maintained. The Premises Team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Estates Manager. The Governor with an interest in Health and



Safety and the Estates Manager, along with members of the Governing Body, shall carry out inspections of the premises to ensure that required maintenance and cleaning standards are achieved. Planned and reactive maintenance and inspections of a more complex nature are carried out by suitably competent contractors. All staff members are responsible for reporting any damage or unsafe condition to the Estates Manager or Premises Team immediately. A Helpdesk system is available for this purpose.

**Smoking:** It is illegal to smoke anywhere on the College premises or in vehicles operated by the College. See the Smoking Policy.

**Staff Training & Development:** The Principal is responsible for annually assessing the Health and Safety training needs of all staff members and for arranging any identified training. All new staff members will receive specific information and training as part of the College induction process. Staff members will receive fire awareness training on an annual basis. Staff members given specific Health and Safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties. Health and Safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

**Stress:** The Governors of the Local Advisory Board and Principal are responsible for taking steps to reduce the risk of stress in the College by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

**Visitors and Contractors:** All visitors must sign in and out at the College's main reception desk. This includes parents, guardians and carers. A Visitor's pass will be issued which must be worn and clearly visible at all times whilst in College. Visitors to the College will be made aware of the emergency procedures and other safety information as is relevant. Contractors undertaking maintenance work on the College grounds or buildings will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

**Working at Height:** Staff members are reminded that working at height applies to any activities which cannot be undertaken by standing on the floor. The Estates Manager and Premises Team are responsible for ensuring risk assessments are carried out for working at height tasks in the College. The Premises Team are responsible for placing requests for the purchase and maintenance of all ladders and other access equipment in the College. Low risk work at height involving the use of mobile towers and ladders will normally be carried out by the Premises Team. Contractors will be engaged to carry out higher risk, or extended work at height tasks. All ladders shall conform to BS/EN standards as appropriate. Aluminium ladders or steps must not be used in close proximity to electricity if there is a need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted. If such a task cannot be avoided, and it is planned to use a ladder a member of the Premises Team should be asked to help erect it properly and an assistant used to hold the ladder steady and pass any materials required. Never overreach. One hand should always be kept free for steadying purposes. Knees should be no higher than the top rung of a ladder. Do not carry out work standing on the top two steps of stepladders. Never stand on the top step of stepladders unless it is a platform with handrails.

## POLICY REVIEW

The Health and Safety Policy will be reviewed on an annual basis or as new guidance or legislation comes into force.