



Health & Safety Policy

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PART 1: Health and Safety Policy Statement

The Board of Governors regards the promotion of health and safety at work to be of the utmost importance for all personnel, all pupils and any person, who works, study or visit the Colleges and schools at Parkside Federation Academies.

It is the policy of Parkside Federation Academies to ensure that every reasonable step is taken to prevent injury and ill health to personnel by protecting individuals from hazard at work. This also includes pupils and visitors to the Colleges whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day to day management of school activity.
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out of school activities.
- periodic review of the safety policy as school activities and the associated risks change.

All personnel employed within the Colleges have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within Parkside Federation Academies have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- reporting to the Facilities Manager any incident that has led, or could have led, to damage or injury.
- assisting in any investigation with regard to accidents, dangerous occurrences or near misses.

In line with the Safety Organisation set out in Part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility.

From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within Parkside Federation Academies.

PART 2: Safety Organisation

Objectives

2.1 The objectives of Parkside Federation Academies Health and Safety Policy are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other than statutory instruments and approved codes of practice.
- ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and others that are adopted from time to time as appropriate to changing circumstances.
- protect personnel, whether they be employees, pupils, members of the general public visiting the Colleges, or contractors and their employees, from any foreseeable hazards.
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable.
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- ensure that awareness with regard to all aspects of safety are fostered by all personnel.
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- ensure that full and effective consultation on all matters is encouraged.

Responsibilities:

2.2 Responsibilities of individuals within the Colleges are as follows:

- **Board of Governors** The ultimate responsibility for all aspects of health and safety at work within Parkside Federation Academies rests with the Board of Governors through the Business Committee.
- **College Principals** The College Principals' are responsible for the effective implementation of the Safety Policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Safety Adviser** The Safety Adviser is the adviser to the Principals on health, safety and welfare within Parkside Federation Academies. They are also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.

- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles.
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety.
- Providing safe places of work with safe access to and exit from them.
- Providing a safe and healthy working environment.
- Providing a system for rapidly identifying and remedying hazards.
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Board of Governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their Line Manager or Director of Faculty.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety.

3.1 Accident Reporting

Any accident or injury must be reported to the Business & Finance Director or Facilities Manager by the person or persons involved in the accident, or by the Director of Faculty or the Line Manager and entered in the accident report book. Accident Report Books are kept in the Student Services offices on each Campus. The Business & Finance Director will ensure that the Board of Governors are informed of all accidents of a serious nature and any dangerous occurrences and will where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

3.2 Accident Investigation

All significant accidents or incidents that are considered to be dangerous or near miss situations are to be reported to the Line Manager or Director of Faculty. They in turn report the incident to the Business & Finance Director or the Facilities Manager

The Business & Finance Director will carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent reoccurrence.

Investigations such as these are essential in order that accidents, damage to or loss of equipment and property are kept to a minimum.

The Chair of the Safety Committee will be responsible for co-ordinating such investigations.

All contractors must ensure that accidents involving their personnel are reported to the Business & Finance Director, as well as their own reporting chain.

Terms of Reference of the Safety Committee

2.6 Under Section 2(7) of the Health and Safety at Work Act 1974, the Safety Committee has the function, in consultation with staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- The study of accident and notifiable disease statistics and trends so that reports can be made to the Board of Governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of any enforcing authority.
- Consideration of reports that the safety adviser may submit.
- Assistance in risk assessment and the development of school safety procedures and safe systems of work.
- Monitoring the effectiveness of safety procedures and safe systems of work.
- Monitoring the effectiveness of the safety content of employee training.
- Monitoring the adequacy of safety and health communication and publicity at Parkside Federation Academies.

Part 3: Safety Arrangements

Introduction:

The safety arrangements set out below are for the information, guidance and compliance of all Parkside Federation Academies personnel.

Health and Safety is an integral part of the management process. The principles of Health and Safety are key considerations that underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all Heads of Faculty or Heads of Departments to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.

These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work.

- **Line Manager** All Heads of Faculty and managers of support service departments are responsible for ensuring that the day to day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into their area of responsibility, they must liaise with the Safety Adviser to ensure that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They must ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections in their area(s) of responsibility, taking prompt remedial action where necessary.
- **Teachers and Supervisors** The responsibility for applying safety procedures on a day to day basis rests with all teachers and supervisors.
- **Employees and pupils** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to health and safety of themselves, other members of Parkside Federation Academies, contractors and members of the public. They are required to co-operate with supervisors, line managers and the Safety Adviser and to adhere to safety guidance given in helping to maintain standards of health and safety within Parkside Federation Academies.
- **Safety Committee** The Safety Committee as a whole, or through individual members, will monitor health and safety performance and recommend any action necessary should this performance appear to prove to be unsatisfactory.
- **Contractors** It is the responsibility of contractors and their employees to read and comply with Parkside Federation Academies Health and Safety Policy.

Risk Assessments

2.3 Responsibility for assessing and controlling risks rests with all personnel within Parkside Federation Academies. However, risk assessment and training should be performed in consultation with the Safety Adviser.

Safety Committee

2.4 The Safety Committee shall comprise

- Safety Adviser
- Faculty and non-teaching representatives
- Union representatives
- Nominated Governor (as an observer)
- Chair

2.5 The Committee will meet as deemed necessary, but not less than three times annually.