



Health & Safety Policy

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Parkside Federation Academies values diversity and works to eliminate discrimination, promote equality and foster good relations.
We observe the Equality Act 2010 when we make decisions.

Parkside Federation Academies is a Limited Company registered in England at Parkside, Cambridge, CB1 1EH. Company Number 7557831

PART 1: Health and Safety Policy Statement

The MAT Board regards the promotion of health and safety at work to be of the utmost importance for all employees, all pupils and any person, who works, studies or visits the schools at Parkside Federation Academies(PFA).

It is the policy of Parkside Federation Academies to ensure that every reasonable step is taken to prevent injury and ill health to employees 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 employees 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 employees of PFA have a legal obligation to cooperate 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 PFA have a corresponding obligation to cooperate 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 employees, whether they be employees, pupils, members of the general public visiting PFA, 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 employees 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 employees.
- ensure employees 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 PFA are as follows:

- **MAT Board** The ultimate responsibility for all aspects of health and safety at work within Parkside Federation Academies rests with the MAT Board through the Business & Risk Committee.
- **Headteachers** The Headteachers 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 (Facilities Manager)** The Safety Adviser is the adviser to the Headteachers on health, safety and welfare within Parkside Federation Academies. They are also to advise all employees in meeting their individual responsibilities with regard to health and safety at work.
- **Line Manager** All Heads of Department and Corporate Services Middle Leaders 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 cooperate 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 employees 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
- Department 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.

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 MAT Board 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 employees.

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 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.
- 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 employees 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 employees have a statutory duty to cooperate in fulfilling the objectives of the MAT Board 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 Head of Department.

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 Chief Finance Officer or Facilities Manager by the person or persons involved in the accident, or by the Head of Department or the Line Manager and entered in the accident report book. Accident Report Books are kept in the Student Services offices at each school. The Chief Finance Officer will ensure that the MAT Board 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 Chief Finance Officer 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 coordinating such investigations.

All contractors must ensure that accidents involving their employees are reported to the Chief Finance Officer, as well as their own reporting chain.

3.3 Reporting Procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of employees, or damage to equipment or property, is to be reported to the Head of Department or Line Manager. All such reports must be recorded.

3.4 Out of School visits and activities

All employees that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the Trips Protocol document available on the Evolve-trip Information on the staff intranet.

3.5 Safe Working Procedures

Heads of Department or Line Managers must ensure that safe working procedures are developed through:

- Assessing the task
- Identifying the hazards
- Defining a safe method
- Implementing the system
- Monitoring the system

Once developed, safe working procedures must be created to protect all employees working within their area(s) of responsibility from the dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that employees under their control are fully conversant with these procedures.

3.6 Defective tools and equipment

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the Head of Department or line manager, who will in turn ensure that the Safety Adviser is made aware of the details.
- The equipment concerned must be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until it has been repaired and tested or can safely be disposed of.

3.7 Means of access

- When using access equipment, such as ladders, crawling boards, etc. the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant. Ladder and lightweight aluminium scaffold training will be arranged for relevant employees.
- Always use correct access routes. Do not take shortcuts as they can result in serious accidents.

3.8 Machinery

All Heads of Department or line managers, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- Factories Act 1961: Safety (General Provisions)
- Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test and Examination, etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

3.9 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in promoting Health and Safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Do not obstruct emergency exits

3.10 Electrical equipment

- Only authorised and fully qualified employees are to install, repair or attempt to repair electrical equipment.
- Where a 13 amp socket is in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plug. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person must be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must be isolated and clearly marked to say it must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until a repair has been effected

3.11 Use of harmful substances

- When using harmful substances, whether they are material or chemical substances, all employees must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given by the safety adviser. The user department must be in possession of a safety data sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Safety Adviser

3.12 Skin infections and hand care

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing that has become contaminated with chemicals, flammable liquids or oils.

3.13 Smoking

Smoking is not permitted on any part of Parkside Federation Academies premises.

3.14 Consumption of food

Hot food can only be consumed in the areas clearly identified, e.g. the Hall, the Quad and the Staffroom, certain classrooms have been specifically identified as house bases, cold food can be consumed in these areas.

3.15 Emergency services

- Fire, Police and ambulance services can be contacted by dialling 9 for an outside line, followed by 999 and asking for the service required.
- There are first aid trained staff available in all Parkside Federation Academies buildings during school hours. A list of all trained staff is maintained by the administration office on each site.

3.16 Noise

Where noise cannot be controlled at source, all employees must wear ear protection in areas where high noise factors exist. These areas are to be designated with approved warning signs.

3.17 Fire Prevention

- Fire evacuation procedures are covered in the staff handbook for all employees to read. They cover all aspects of fire prevention.
- A notice "Action to be taken in the event of a fire" is posted in all buildings at fire points and in each classroom.
- Employees are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that employees are to be conversant with the fire potential of materials and substances that they use and should exercise maximum care in their use, especially those marked "flammable".
- Fire evacuation procedures, fire prevention training and fire alarm testing will be carried out in accordance with current legislation.

3.18 Visitors

- It is the duty of all employees within Parkside Federation Academies to ensure the health and safety of all visitors to the site.
- Visitors are not permitted to enter work areas unaccompanied. Where protective clothing is issued for a specific area or task, the same level of protection must be made available to any visitor entering the area.

3.19 Contractors

Contractors working within Parkside Federation Academies are required to comply with the working rules as issued by Parkside Federation Academies. Any breach of the rules is to be reported to the Head of Department or line manager and/or the Safety Adviser.

3.20 Use of vehicles

Only those persons who have been authorised and are in possession of an appropriate driving license and have motor insurance that covers them for business use are to drive vehicles on school business.

3.21 Legionellosis

The primary aim is to prevent the build up of the Legionella pneumophila organism in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows:-

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned monthly, or after more than one weeks' non use, to prevent slime, corrosion and scale to build up. This will involve dismantling the shower heads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20 degrees C for cold water and above 55 degrees C for hot water, checks must be carried out monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- All cold water storage tanks must have a close fitting lid and all overflows must be fitted with rodent traps.
- Records of all maintenance, water treatment or disinfection are to be maintained.

3.22 Manual handling of loads

Employees are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and Safety information and advice is available on all aspects of health, safety and welfare from the Safety Adviser.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

When developing site specific guidelines Headteachers will ensure the following mandatory subjects are covered as a minimum and make reference to the government guidelines detailed in the following link:

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>

Mandatory subjects (further topics to be added as necessary):

Evacuation

Invacuation

Rendezvous points