



# Marshall's Park Academy Health & Safety Policy

Sch403701 Marshall's  
November 2016

## Status of this document

This policy details the local arrangements for managing health & safety at Marshalls Park Academy (MPA).

## Statement of intent

MPA is committed to ensuring high standards of health & safety in all its activities and aims to not just comply with the minimum health & safety legislative requirements, but the spirit of the law as well. MPA values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including students), are protected so far as is reasonably practicable. It further recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits, the Governing Body and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the Safety Management System at MPA.

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Signed Chair of Governors

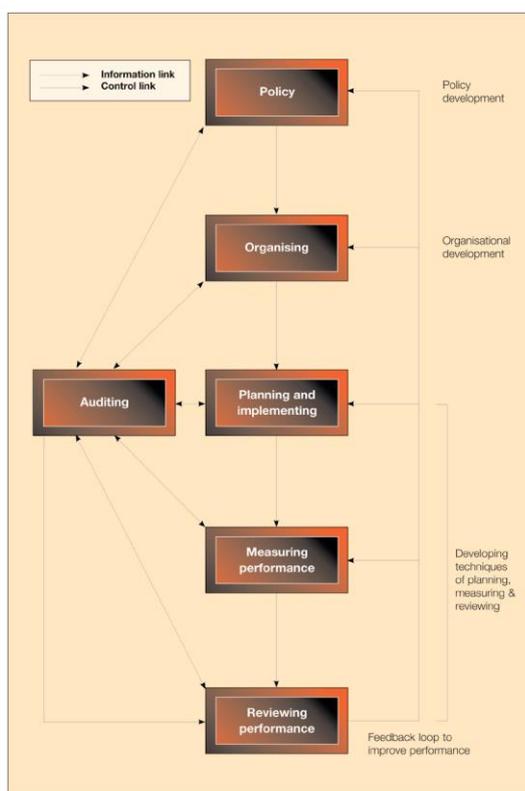
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Date

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Signed Head Teacher

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Date

## Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



## **Organisation**

### **Governing Body**

The Governing Body is responsible for ensuring that:

- it considers the health & safety implications of its decisions;
- adequate resources are allocated to health & safety;
- health & safety standards are maintained by monitoring this policy and implementation; and
- ensuring this policy is kept up to date by reviewing it annually.

### **All Employees**

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the school to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using the school's hazard reporting system (either to the Health & Safety Officer or the Site Keepers). The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the school's Health and Safety Policy and associated arrangements, and to co-operate with the school on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: MPA has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty, employees need to inform their line manager about their pregnancy at the earliest opportunity. MPA recognises that some prospective parents may not wish for information on their pregnancy to become public. MPA will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

### **Head Teacher**

The Head Teacher is responsible for ensuring that:

- the health & safety decisions of the Director of Children's Services are complied with;
- systems are established and maintained within MPA to ensure that health & safety is effectively managed;
- a Health & Safety Coordinator has been appointed;
- sufficient resources are allocated to enable health and safety to be successfully managed;

- copies of the school's health & safety guidance documents are housed on Staff Share – Health and Safety folder, along with the Health and Safety Manual;
- health and safety information is communicated to staff;
- accidents are recorded, reported and investigated (as appropriate) using the established procedures;
- there are adequate arrangements in place to enable the school's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular he will ensure that adequate arrangements have been made to manage potential emergency situations;
- new employees receive appropriate health, safety and welfare information, instructions and training;
- the school's health and safety performance is monitored;
- termly health and safety inspections of the school are carried out; in order to demonstrate senior management commitment to health & safety he will participate in at least one inspection per year; and
- to act as the Educational Visits Co-ordinator (EVC) or to line manage the EVC.

### Senior Leadership Team

The Senior Leadership Team (SLT) manages the day-to-day operation of MPA. It is therefore responsible for ensuring there is a positive health and safety culture within the school. It is also responsible for establishing and maintaining the school's safety management system.

A designated member of SLT will be responsible for deputising for the Head Teacher in their absence.

### Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring this policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- (a) **promoting** and developing a positive attitude towards health, safety and welfare throughout the school;
- (b) **ensuring** that they are and remain competent to undertake their role;
- (c) **ensuring** that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- (d) **ensuring** risks are assessed, the significant findings recorded and communicated to employees, and appropriate protective and preventive measures implemented;

- (e) **ensuring** all accidents, near misses and acts of violence and aggressions are investigated and recorded using the school's established systems;
- (f) **monitoring** the implementation of this policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- (g) **ensuring** employees under their control are adequately trained, informed, instructed and supervised;
- (h) making suitable arrangements for **consultation** with employees and employee safety representatives;
- (i) **ensuring** that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the school's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to school employees, pupils, contractor's employees and others are minimised; and
- (j) **reporting** health and safety issues which they cannot resolve to the school's Health & Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the school have additional responsibilities to the general duties and these are described below. Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the Maintenance and Inspection Matrix at the end of this section.

### **Health & Safety Co-ordinator**

The main purpose of this role is to champion and monitor the implementation of the school's Health & Safety Policy on behalf of the Head Teacher. They are therefore responsible for:

- a) establishing central record keeping systems for the school, for key documents such as risk assessments, safe systems of work and emergency procedures;
- b) preparing health and safety monitoring reports for the school's Governing Body on behalf of the Head Teacher;
- c) reporting deficiencies, failures, or lack of co-operation with the school's Safety Management System to the Head Teacher where they are unable to achieve resolution themselves; and
- d) liaising with the schools' Health & Safety Team, including the adoption and distribution of corporate policy and guidance within the school.

### **Site Manager/Site Keepers**

Are responsible for ensuring the health and safety of the site, in particular they are responsible for:

- ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- undertaking the weekly test of the fire alarm system;
- undertaking the weekly test of the emergency lighting system;
- undertaking the weekly test of the magnetic door release mechanisms;
- checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- undertaking termly inspections of the communal areas of the school to identify hazards;
- liaising with lettees to ensure that they are aware of evacuation procedures and routes,

- hazard and accident reporting procedures;
- signposting and signage of any evacuation procedures or Health and Safety instructions;
- liaising with contractors to ensure that they are aware of relevant school procedures, including but not limited to fire, hazard & accident reporting and asbestos control; and
- ensuring that the Head Teacher and Health and Safety Co-ordinator are immediately informed of any health and safety issue that may result in the school or anyone that enters the school grounds being compromised.

## Curriculum Leaders

Curriculum Leaders are responsible for implementing the health and safety policy within their department.

In particular, Curriculum Leaders will need to ensure that:

- a copy of risk assessments relevant to the department is maintained;
- equipment within the department is maintained in a safe condition. This will be achieved by the Head of Department ensuring that the equipment is subject to regular inspections by competent staff and an annual maintenance programme;
- termly inspections are undertaken to identify hazards and unsafe acts and omissions within the department, and that an action plan is produced to ensure that any issues identified are resolved;
- new employees receive appropriate health and safety information, instruction and training, including departmental safety procedures; and
- records are maintained of the department's health & safety activities:

## Teachers

The health, safety and welfare of students in classroom, laboratories and workshops are the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- be aware of, and follow, health and safety guidance;
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- ensure that students' coats, bags, cases etc, are safely stowed away;
- integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- follow safe working procedures personally;
- ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- follow the guidance document 'Health and Safety Do List'. **See Appendix 1**; and
- follow the guidance document 'Classroom Supervision'. **See Appendix 2**;

Make recommendations on health, safety and welfare matters to the head of subject or direct line manager. All staff will be issued/reminded on a weekly basis (via the weekly bulletin) of their responsibilities as described in the Health and Safety Do List (Appendix 1).

### **Technicians (Science; D&T; Food and Art)**

Technicians are responsible for:

- undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- ensuring that hazardous substances are stored appropriately; and
- ensuring preparation and practical teaching areas are kept tidy.

### **Educational Visits Co-ordinator (EVC)**

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the LA's policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

The EVC will work alongside the Health and Safety Officer.

### **Mid-day Assistants**

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

### **Competent Advice**

The school utilises the LA's Schools' Health & Safety Team as its source of competent health and safety advice.

<b>Maintenance and Inspection Matrix</b>					
<b>Plant/Equipment/Service</b>	<b>Maintenance/ Inspection type</b>	<b>Frequency</b>	<b>Scheduled for (month)</b>	<b>Current Contractor/ in-house</b>	<b>Responsible person (task performance or contract management)</b>
Air Conditioning	Maintenance	6 Monthly	May / Nov	A&M Air-conditioning	Site Manager
Ansul System (kitchen sprinklers)	Maintenance	6 Monthly	-	Chubb	Site Manager
Asbestos Monitoring	Check	Variable	-	In House	Site Manager
Autoclaves	Inspection	Annually	May	Zurich	Site Manager
Boiler	Maintenance	Annually	February	Hellabys	Site Manager
	Inspection	Annually	February	Hellabys	Site Manager
Car Park Barrier	Maintenance	Termly	-	Strand-Systems	Site Manager
Chemicals	Inspection	Annually	-	In house	Science Technician
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment	-	PHS	Site Manager & School Office Manager
D&T plant/equipment	Safe condition	Weekly	Weekly	In House	Head of Department
	Maintenance	Weekly	Weekly	In House	Head of Department
Electrical (mains wiring)	Inspection	5 Yearly	2017	Local Authority	Site Manager
Electrical (PAT)	Inspection	variable	October	PHS	Site Manager
Entrance Barrier/gates	Inspection	Annually	August	In House	Site Manager
Extraction systems (dust)	Inspection	Annually	April	P&J Dust Extrac Ltd	Head of D&T
Extraction Systems (heat processes)	Inspection	Annually	May	P&J Dust Extrac Ltd	Head of D&T
Extraction Systems (Kitchens)	Maintenance	Annually	August	ProDuct Clean	Site Manager
Extraction Systems (fume cupboards) (Science fume cupboard)	Inspection	Annually	April	P&J Dust Extraction Ltd.	Head of D&T Head of Science
Emergency Lighting	Visual check	Daily	-	In House	Site Manager
	Test	Monthly	-	In House	Site Manager
	Inspection/battery test	Yearly	August	Local Authority	Site Manager
Fall arrest systems	Inspection	-	-	Not Used	Site Manager
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period	-	In House	Site Manager
	Inspection and Maintenance	Quarterly	-	Honeywell	Site Manager
Fire Extinguishers	Inspection	Annually	-	Chubb	Site Manager
Heating System	Maintenance	Annually	March	Hellabys	Site Manager

<b>Maintenance and Inspection Matrix</b>					
<b>Plant/Equipment/Service</b>	<b>Maintenance/ Inspection type</b>	<b>Frequency</b>	<b>Scheduled for (month)</b>	<b>Current Contractor/ in-house</b>	<b>Responsible person (task performance or contract management)</b>
Hoists & Slings (patient)	Inspection	6 months	Apr / Oct	Freedom Healthcare	SENCo.
Intruder Alarm	Maintenance	As Required		Local Authority	Site Manager
Kiln	Inspection and Maintenance	Annually	October	Essex Kilns	Head of Art
Ladders/step ladders	Inspection	Termly	Aug / Dec / April	In House	Site Manager
Lifts/stairlifts	Inspection	6 months	May / Nov	Stannah	Site Manager
Lightning conductors	Inspection	Annually	August	Local Authority	Site Manager
Minibuses	Check	Before use	-	In House	Site Manager
	Inspection (MOT)	Annually	October	Allen Ford	Site Manager
	Maintenance	Annually or as per manufacturer's schedule if shorter		Allen Ford	Site Manager
	Tail Lift Maintenance	6 Monthly	Jan / Jul	Alpha Tail Lifts	Site Manager
PE equipment (including recreational posts)	Inspection	Annually	June	Sports Safe UK	Head of PE
Shutter door systems	Inspection	Annually	August	SMS	Site Manager
Tie-in bolts	Inspection	-	-	Not Used	Site Manager
Trees (Zone 1)	Inspection	Annually	Termly	Essex Gardens Services	Site Manager
Water Systems (descaling)	Maintenance	Quarterly		Hertel	Site Manager
Water Systems (infrequent use)	Flushing	Weekly	-	In House	Site Manager
Water Systems (hot & cold)	Inspection/Maintenance/sampling	6 monthly/Annually		Hertel	Site Manager
Water Systems (temperature )	Test	Monthly	-	Hertel	Site Manager

## **Arrangements**

This section details the arrangements which MPA has in place for managing health & safety.

## **Risk assessments**

The school has assessed the risks relating to its operations. Where significant risks have been identified, these and the necessary control measures have been recorded. A health and safety folder has been created on Staff Share – Health and Safety, which includes risk assessments.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced.

Risk assessments will be reviewed at least annually.

## **Fire**

The school has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the school. The Fire Register which contains the assessment and details on the management of the various control measures is located in the Site Keepers' Office. A fire box is located outside the main entrance of the school and contains copies of Health and Safety documents for use by the Fire Brigade.

## **Hazard and unsafe acts & omissions reporting**

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. The hazard reporting book is located with the Site Manager.

## **Accident & near miss reporting**

A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported. Minor injuries to students are recorded in the accident book. All other accidents are to be reported to School Office Manager who will record the incident using the LA's online accident reporting system.

## **Communication**

The school communicates information on health & safety to its employees using the following methods:

- as part of the induction process;
- team meetings/departmental/staff meetings;
- staff email circulars/newsletter/weekly bulletin;
- staff notice boards; and
- 1:1s.

## **Consultation on health & safety matters**

The LA operates the Schools' Health and Safety Performance Group. This group which includes representatives from the school management teams, and appropriate trade unions, discusses policy and other issues at a corporate level.

The school consults its staff regarding issues affecting their health and safety through, staff meetings/team or department meetings/ school committees. Staff can also raise concerns via the Health & Safety Officer.

## **First aid**

The school has assessed its needs in relation to first aid to ensure there is adequate provision at all times the school is occupied. Contact details for first aiders are displayed on notices around the school and via e-mail. Anyone requiring first aid can also report to the school office for assistance.

## **Contractor management**

The school will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at reception before being met by the Site Manager. All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. The Site Manager is responsible for monitoring contractors on the school site.

## **Employee competence**

The school will ensure that employees are competent to perform their duties from a health & safety perspective. The school utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the school have to attend health & safety management training.

## **Stress**

The school recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or Senior Leadership Team. Employees may also contact CiC who provide the

school with a confidential advisory/counselling service (Employee Assistance Programme) to the school employees.

### **Monitoring of health & safety performance**

A termly report is provided to the Governing Body which includes the following monitoring data:

- number of accidents;
- number of near-miss reports;
- number of incidences of work-related ill health;
- number of hazards reported/rectified; and
- outcomes from fire drills.

Each year the following are also reported:

- number of risk assessments identified as being required from the Hazard Register;
- number of risk assessments completed;
- number of risk assessments reviewed;
- percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- percentage of required maintenance activities and inspections completed; and
- training against needs analysis.

## HEALTH & SAFETY DO List Marshalls Park School

### YOUR HEALTH AND WELLBEING

- DO** ensure that your line manager is aware of any health issue that you may have which could affect your performance, such as pregnancy and stress related conditions.
- DO** report to the school office if you have an accident in school and complete an accident report form.
- DO** seek advice from the Health & Safety Officer if you are returning to work after a long term illness and he/she will advise about the return to work procedures.
- DO** ensure that your passwords and privacy settings are kept secure at all times.
- DO** ensure that you do not disclose your private mobile phone number to students.
- DO** ensure that you do not keep students details on your mobile phone.
- DO** ensure that students do not have access to your social networking sites.
- DO** ensure that you do log off or lock your computer when away from your working area.

### YOUR STUDENTS' WELLBEING

- DO** ensure that you inform another colleague if you are concerned about a student's safety.
- DO** listen to a student if they choose to disclose a sensitive issue to you. Make sure that you do tell them that you cannot assure them of confidentiality. Refer the issue immediately to either your Head of Year or the Child Protection Officer.

### YOUR WORKING ENVIRONMENT

- DO** ensure that your working space is hazard free: no overhanging items; no trip hazards on the floor; no loose carpet/tiles; no broken chairs; all electrical equipment has an up to date PAT sticker. If not, then notify the Site Keepers immediately. On a termly basis complete a classroom/office/working space check list that will be issued by the Health & Safety Officer.
- DO** ensure that you notify the Site Keepers of any hazard in your classroom/working space/office. Where this is unable to be rectify immediately, details will be placed in the 'hazard' book which will be held in the Site Keepers' office for a later fix.
- DO** check your exit route for the fire evacuation and that this is clear of any obstruction.
- DO** read the Health & Safety policy and other documents contained in the Health & Safety folder on shared area.
- DO** read the Health & Safety notices on the weekly bulletin.
- DO** ensure that you know the fire evacuation procedures for yourself and your students, particularly those with mobility issues.
- DO** ensure that your students are supervised at all times and if you do need to leave the teaching environment at any time then you must alert a colleague to the situation and ask them to supervise your students during your absence.
- DO** ensure that the windows of your classroom are closed at the end of the working day.
- DO** ensure that the fire evacuation notices remain on view in your classroom/working environment.

## APPENDIX 2

### Classroom Supervision

This guidance should be read in conjunction with the Teachers' Standards 2012 and the current Health & Safety Policy.

- You are responsible for your class at all times. You are responsible for their progress and wellbeing.
- If a student is asked to wait outside the classroom, they are still the responsibility of the teacher. Where this happens they should be left outside for no longer than 5 minutes before they are asked to return to class. Where this is not appropriate, the school's disciplinary procedures must be followed.
- Teachers should not leave a class unattended. If there is an accident, you could be deemed negligent for not ensuring adequate supervision. Also, by not being in the class, you are not supporting learning.
- It is accepted that, in an emergency, you may have to make a professional judgement on whether or not it is appropriate to leave the class. In doing so, you must determine the level of risk involved – this would include who the students are and the activity they are undertaking. If it is necessary to leave the class, and this is likely to be longer than 2 minutes, then another member of staff must be informed. A professional judgement must be made on whether it is more appropriate to ask the member of staff responsible for cover to arrange emergency cover for you. It may also be appropriate for you to send a student to get support from another member of staff.
- Where students are undertaking high risk activities or are in a room where there is dangerous equipment – they must not be left unsupervised – e.g. PE; Science; D&T and Art.
- If you have forgotten resources and need to collect them, you need to determine whether it would be more appropriate to send a student than go yourself. Such a situation should be the exception as the expectation is that all staff are fully prepared for lessons.
- You must think carefully about when it is appropriate to send a student out of class. For example, it would not be appropriate to ask a student to hand in timesheets for you. This interferes with the students learning.
- Students may work in areas where they cannot be directly seen, as long as there is adequate supervision and the situation is monitored regularly. Where there are distinct groups of students, time should be weighed towards the larger group. If there are multiple groups, then a risk assessment should be undertaken.
- If there is a medical condition that requires you to leave your classroom, the school has to make 'reasonable' adjustments to ensure that this can happen. Where this applies to you a risk assessment will need to be completed and discussed and agreed with the Health & Safety Officer.