



**Interaction &  
Communication**

**Academy Trust**

# **Health & Safety Policy for High Park School**

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Review Cycle	
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## Introduction

Schools are required to have a Health and Safety Policy in place. It is recommended that the School's Health and Safety Policy should be developed by the Local Governing Body (LGB) in conjunction with the Principal and members of the School Leadership Team (SLT) building on the framework provided by ICAT.

The organisation and arrangements which support the H&S Policy (i.e. the day to day management of Health & Safety) are the responsibility of the Principal and the SLT supported by the LGB.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer which is ICAT

The policy has 3 parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Information on organising for health and safety and the responsibilities of key people within the school

**Part 3** - The detailed arrangements & procedures in place for Health, Safety and Welfare

## School Health and Safety Policy Statement

### High Park School

1. This policy statement complements the ICAT Health and Safety Policy. It records the school's local organisation and arrangements for managing health and safety.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged. The Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's LGB will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
  - appropriate safe systems of work exist and are maintained;
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
  - a healthy working environment is maintained including adequate welfare facilities.
  - emergency procedures are in place for fire, intruder, or other significant event
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.



5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

6. To review and revise this policy as necessary at regular intervals.

*[Insert signature & date]*

*[Insert signature & date]*

Linda O'Neill, **Chair of Local Governors**

Ann Andrew, **Principal**

## Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer who is the CEO of ICAT.

All school LGBs have health and safety responsibility as the **occupier** of the premises.

Principals must make arrangements for ensuring the implementation of the health and safety policies of ICAT and any LGB arrangements arising out of their health and safety responsibilities following risk assessment.

### Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Employees
CEO and ICAT Board of Directors				
School Local Governors				
Principal				
School Leadership Team				
Deputy/Assistant Principal				
Base Leaders				
Teachers				
Managers				
Site Managers				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Site staff (cleaners)				

## The responsibilities of Policy Makers, Planners, Implementers and Employees within the Policy

Policy-makers	
School Local Governors	Devise and produce policy on health, safety and welfare at a strategic level.
Principal	
H&S Committee	Preserve, develop, promote and maintain the School's health and safety management system.
School Leadership Team	Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (LGB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements of health and safety performance on a regular basis.
- Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
- The LGB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;

<b>Planners</b>	
<b>Principal</b> <b>Members of the School Leadership Team</b> <b>School Local Governors</b> <b>Local Governor for Health and Safety</b> <b>Deputy/Assistant Principal</b> <b>Health and Safety Coordinator</b> <b>Managers</b> <b>Business Manager</b>	<b>Develop the local plans to achieve corporate/school health &amp; safety objectives.</b>  <b>Develop management arrangements for the identification of hazards and control of risks within their area</b>

The Planners will;

- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
  - appoint a Site Manager (see **Implementers** below);
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate H&S training, minimum is IOSH;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management;
- Ensure that suitable and sufficient training, instruction and information is provided and recorded;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise local governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and local governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are

- communicated to staff and records kept e.g staff signatures;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall ICAT Policy;
  - Seek help from the Group Safety Adviser or other specialist to ensure that this H&S Policy can be implemented effectively and advise the LGB;
  - Ensure that a regular **Premises H&S Inspections** are carried out;
  - Draw up any Action Plans required from the results of the Premises H&S Inspection and Annual Self Audit and monitor these regularly;
  - Arrange **Internal Health and Safety Audits**;
  - Advise the LGB and others of the results of any H&S monitoring which takes place and of any actions required as a result of this;
  - Consult with staff as necessary on matters of health and safety which may affect them at work.



## Health and Safety Committee / LGB

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a standing agenda item in these meetings.

An annual report to the LGB outlining achievements against the H&S plan should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see Assisters) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

<b>Implementers</b>	
<b>Principal (also Policy maker, Planner)</b> <b>School Leadership Team (also planners)</b> <b>Base Leaders (who may also be planners)</b> <b>Teaching Staff [Including supply teachers]</b> <b>Managers</b> <b>Site Managers</b> <b>Teaching Assistants</b> <b>Learning Support Staff</b> <b>Admin Staff</b> <b>Site staff</b>	<b>Ensure that workplace precautions and safe systems of work are developed/ implemented in order to identify hazards and control risks. Ensure all the systems are working effectively</b>

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of ICAT and those developed within school;
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (as appropriate). These may reflect the overall H&S plans;
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated and recorded;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training and that this is recorded;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Encourage reporting of illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from Health and Safety specialists as required.
- In addition to the above, teaching staff are responsible for the health and

safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

## **Business Managers**

**In addition to the responsibilities above Business Managers have specific duties, these are produced here;**

1. To maintain an understanding of ICAT Health and Safety Policy arrangements and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and method statements and risk assessments are suitable and sufficient;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained ;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
13. Ensuring that a copy of the current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
15. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

## **Employees [including temporary & volunteers]**

### **Employees**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the local governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- to make representations to the Principal via the Deputy Principal (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## Part 3 Detailed Arrangements and Procedures

### High Park School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- 1. Accident Reporting, Recording & Investigation**  
The accident reporting procedure and all the associated paperwork can be found on Bradford Councils website: [www.bradford.gov.uk/hands](http://www.bradford.gov.uk/hands)
- 2. Asbestos**  
There is no asbestos on site at High Park School.
- 3. Contractors**  
High Park School buys into Bradford Councils service level agreement for Building and Technical Services and most contractors are identified through this. Where contractors are sourced by school arrangements are made for induction to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager. Staff should report concerns to the Principal.
- 4. Curriculum Safety** [including out of school learning activity/study support]  
Risk assessments are written and reviewed regularly for any out of school activity.
- 5. Drugs & Medications**
  - Medication is only administered to pupils when the parental consent form has been completed
  - The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
  - Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
  - Medicines are kept in a locked cupboard in the school office
  - The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
  - The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school
- 6. Electrical Equipment** [fixed & portable]  
All items of portable electrical equipment in school are inspected and checked annually.
- 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats and lockdowns]**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- Fire evacuation procedures are in place for school and the Tree House and all staff must make themselves aware of these procedures
- A fire drill is practised and documented once a term by the Site Managers and the timing recorded
- Fire extinguishers are checked annually
- All staff must ensure they sign themselves in and out as per the Code of Conduct
- Lockdown procedures are displayed across school along with the signals for sounding an alarm.
- Lockdown is practiced termly and recorded.

#### **8. First Aid**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- List of named first aiders is located across school
- Portable first aid kits are taken on educational visits. First aid stock is checked regularly and replenished as necessary.
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip
- A defibrillator is held in the main reception office
- A dedicated first aid phone is held in the reception office and used by the person summoning an ambulance

#### **9. Gas Safety**

All equipment using gas is serviced at the required times by an approved contractor. The Site Managers monitor and record this.

#### **10. Glass & Glazing**

All glass in school is at the required safety standard. Site Managers ensure when any glass is replaced that it is of the correct standard.

#### **11. Grounds - Safety/Security**

The school site is fully fenced and controlled by an electronic fob system. Visitors can only access the site by passing through an electronic gate either by foot or by vehicle which is controlled by the reception office.

Once in the school grounds staff and visitors are only able to move around school by using a fob as all doors are locked with a mag lock system. All staff and visitors must sign in using the schools electronic signing in system.

The school has an intruder alarm which is monitored and service by an external contractor.

A site check of the grounds, fencing and exterior parts of the building is carried out by the Site Managers on a monthly basis and any concerns raised with the Business Manager.

**12. Hazardous Substances (COSHH)**

The use of hazardous substances in school will be kept to a minimum. The Site Managers will complete a COSHH assessment for all hazardous substances used on site. The associated procedures and control measures will be funded and enforced.

**13. Health and Safety Advice**

Health and safety posters are positioned around school notifying staff and visitors who the responsible person is and who concerns should be reported to.

There is a service level agreement in place with Bradford Council for Occupational Health & Safety. This visit the school annually to ensure all policies and procedures are in place and offer support as and when needed.

**14. Housekeeping – Storage, cleaning & waste disposal**

The school is cleaned daily and a more thorough deep clean done in school holidays. Rubbish is removed daily and stored in a locked bin store in bins supplied by Bradford Council. Refuse is collected weekly. Floors are cleaned using an industrial floor cleaner and signage used where necessary.

Recycling of paper, glass, tins and cardboard is done using bins provided by the Bradford Council. These are emptied by them on a regular basis.

Sanitary waste is kept in suitable bins and removed by an approved contractor regularly through a service level agreement.

Waste electrical appliances are stored in the locked bin store and where necessary removed by an approved supplier.

Snow clearing of the grounds is done by an approved contractor as necessary. Salt is held on site for use on footpaths.

**15. Handling & Lifting**

Pupils and staff must only lift equipment and furniture within their own individual capability.

Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely. There are no hoists in school.

**16. Jewellery**

Please refer to the guidelines set out in the staff Code of Conduct.

**17. Lettings/shared use of premises**

The school is not let or shared with any other organisation.

**18. Lone Working**



Please refer to the lone working policy.

**19. Maintenance / Inspection of Work Equipment (including selection of equipment)**

All equipment is maintained on a service level agreement with Bradford Council or with approved suppliers. Records of all maintenance are stored on a spreadsheet and relevant paperwork from contractors is kept in a central file. Site Managers are responsible for ensuring all work is carried out at the required time.

**20. Monitoring the Policy and results**

Health and safety monitoring including policies and risk assessments is done by all members of the Senior Leadership Team.

The Principal reports any issues to the local governing body.

**21. New & Expectant Mothers**

A risk assessment for expectant and new mothers is carried out by the HR Officer and kept on the personal file of the staff member.

**22. Noise**

Where possible machinery is only used when pupils and staff are not on site. While using noisy machinery the Site Managers have ear defenders.

**24. Personal Protective Equipment (PPE)**

Site Managers have the necessary PPE for the duties they are required to carry out. Any contractors on site would be required to use their own PPE which is monitored by the Site Managers.

**25. Reporting Defects**

Any defects should be reported to the Business Manager or Site Managers who will take appropriate action.

**26. Risk Assessments**

Risk assessments are carried out by the person responsible for the task. There is a full set of risk assessments for all machinery used in school. All risk assessments are checked and authorised by a member of the Senior Leadership Team.

All off site visits have a risk assessment which is completed each time a visit/activity is undertaken.

The HR Officer undertakes risk assessments for staff who have an injury of concern.

**27. Signs and Signals**



All signs and signals are in place which comply with current requirements.

**28. School Trips/ Off-Site Activities see also item 31**

For all school trips a risk assessment will be completed and approved by the Senior Leadership Team. They will ensure there is cover for first aid details for what should happen in case of emergency.

Please also refer to the school Emergency Plan.

**29. Occupational Health - Stress and staff Well-being**

Where necessary staff will be referred to the Occupation Health scheme.

**30. Other School Buildings**

There are no off site buildings.

**31. School Transport – e.g. minibuses**

Mini bus drivers have undergone the recommended training. They must sign a declaration annually of any convictions which may prohibit them from driving. Driver are required to do a visual check of the mini bus prior to taking it out. Site Managers will do a weekly check/maintenance inspection. Mini buses are serviced by a local dealer at the required intervals.

**33. Staff Consultation and Communication**

Health & Safety is a regular agenda item at all meetings. Staff are aware of the schools H&S policy and where/how to raise concerns. There is a helpdesk where concerns can be reported to the site team.

The HSE poster is displayed across school.

**34. Supervision [including out of school learning activity/study support]**

All pupils are supervised at all times. All staff/volunteers have enhanced DBS clearance.

For off site trips/activities staff ratios will be agreed by the Senior Leadership Team before the visit.

**35. Swimming Pool Operating Procedures (where applicable)**

There is no swimming pool on site.

**36. Training and Development**

All new staff undergo an induction programme which includes Health & Safety, safeguarding and emergency procedures.

All staff training is recorded on a central sheet.

**37. Display Screen Equipment (DSE)**

For members of staff with a desk based job the HSE recommended Work Station Assessment document is used.

### **38. Vehicles on Site**

Staff/visitor vehicles are only permitted in the outer car park. Pupils are brought into school/collected by transport using the inner car park which is accessed via an electronic gate system.

Deliveries are not permitted at times when pupils are arriving/leaving school and controlled when pupils may be accessing the inner car park.

### **39. Violence to Staff**

Violence to staff is reported to the Principal and where necessary correct forms are used and submitted to the local authority. Staff are aware of where they should report this.

### **40. Vibration**

There are no machines on site that would cause vibration.

### **41. Welfare**

Arrangements are in place to ensure that welfare facilities at least meet the minimum standards for temperature, ventilation, lighting, water supply, washing facilities, toilets etc. as required by the Workplace (Health, Safety and Welfare) Regulations 1992]

### **42. Working at Height**

Working at heights risk assessments have been completed for the school.

Appropriate record keeping and safe systems of work are kept in the working at heights file.

Site Managers who undertake working at heights have been on a half day training course. Ladders must be visually checked before use.

Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.

- Wear flat shoes whilst putting up displays

- Not climb on furniture to put up displays

### **43. Waste Management**

Bins for sharps are located in the medical rooms. Bins for bodily fluids are located in the medical room and removed only by the Site Managers.

### **44. Water Quality/Temperature/Hygiene**

The Bradford Council provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment. An approved supplier has been appointed to carry out the checks

#### **45. Work Experience**

Teaching students do placements in school and undertake a full induction before they start. DBS certificates are provided.

Work experience is not undertaken by our pupils and we do not take pupils from other schools.

**Please refer to the schools website [www.highpark.org.uk](http://www.highpark.org.uk) for other policies.**