



Health and Safety Policy

Purpose

Park Lane aims to:

- provide a safe and healthy environment for all staff, students and visitors;
- help our students develop increasing responsibility for their own and other's safety;
- minimise the potential for injuries by developing clear safety rules and dealing immediately and efficiently with injuries should they occur; and
- address students' specific needs.

Additional Responsibility

- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health & Safety (Display Screen Equipment) Regulations 1992
- Personal Protective Equipment (PPE) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Manual Handling Operations Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- The Health and Safety Information for Employees (Amendment) Regulations 2009
- Employers' Liability (Compulsory Insurance) Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Noise at Work Regulations 1989
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Lone Working Policy
- Safe Transportation of Children and Young People in Cars and Taxis

Copies of all the above can be obtained from the School Business Manager.

Scope

All employees, students and visitors.

Responsible Parties

It is the responsibility of all members of staff to make sure that they carry out their duties safely and without risking themselves, students or visitors. They must also cooperate with others who have duties for Health and Safety by following correct procedures and reporting any unsafe practices and concerns.

The Headteacher, who has overall responsibility for the day to day management of the school, will also oversee that all Health and Safety Policies and Procedures are carried out.

Policy Statement

Park Lane Learning Trust follows guidance and procedures as directed by Calderdale Council and statutory legislation. Below addresses school specific issues:

1. Training

All new staff, volunteers and work experience students receive a Health and Safety Induction upon their arrival at Park Lane. In addition, all staff receive annual health and safety refresher training issued in a number of ways such as, online training courses, briefing sessions or staff meetings.

Individualised training is provided to those staff undertaking particular activities in order for them to carry out their duties safely and in line with health and safety legislation.

2. Risk Assessments

In compliance with the Management of Health and Safety at Work Regulations 1999, the school will carry out full risk assessments for all events and activities inside school and for visits and trips outside school. Positive action will then be taken to eliminate, reduce, minimise or manage any risk.

3. Audits

An annual Health and Safety Audit will be carried out every year. This is an online audit issued by the Local Authority and usually undertaken during the Summer Term of each year.

4. Procedures

Procedures have been developed that staff are required to follow on a day to day basis to keep themselves, students and visitors safe (see Appendix A).

Monitoring, Evaluation and Review

The school will review this policy annually.

Health & Safety Procedures

Park Lane expects all staff to be responsible. The following procedures must be adhered to by all employees at all time:

- **Security**

All visitors to the school must access the building through the Main Reception, sign in the visitors book and be issued with a visitors badge. Visitors that are here to see a member of the school staff must wait in Reception to be collected or be escorted into school by a member of staff from Reception.

Any visitors without a full DBS clearance will only be allowed into school if escorted at all times. The escort is responsible for ensuring the visitor evacuates in the event of an alarm activation.

Visitors that are here to see a member of staff from Interserve, or to carry out maintenance work in or outside the building, must wait to be collected by a member of staff from Interserve, and at no point be allowed to leave the Reception area on their own.

All visitors **must sign in and out**, however short their visit, as, in the event of a fire alarm/evacuation, we need a true record of who is in the building.

Whilst using your swipe card to enter the building, if there is no one in attendance on Reception, please be cautious as to whom you may be letting in behind you. You are well within your rights to ask anybody to wait outside and ring the buzzer and then they can be let in by a member of the Reception/Admin staff and dealt with in the correct manner.

- **Fire Prevention and Evacuation**

We are very fortunate that we are in a modern building with excellent fire prevention measures, including a sprinkler system and alarm, which is tested on a weekly basis (currently on a Monday afternoon). We hold a practice fire evacuation once every term unless the alarm has been set off by accident, during that time, and we would then use that evacuation as our practice one.

In the event of the fire alarm being activated, please make sure that all students or visitors in your care evacuate the building immediately by the nearest possible exit and assemble on the fire muster points by the sports field, at the back of the school on the hard area.

Any visitors to the school should be made aware of our fire evacuation procedure before the start of any meeting that they are here to attend.

Please refer to the full Fire Incident Control Plan.

- **Transport Management**

The school operates a one way system on to the site and a 5mph speed limit. There are plenty of parking spaces for all staff and visitors, during a typical school day, and ample parking spaces for disabled badge holders and our disabled access buses.

Please do not park, at any time, in a disabled parking bay, or in the designated drop off points for the school buses, unless you are a badge holder.

- **Slips, Trips, Falls and Accidents**

Slips, trips and falls are the most common form of accidents in school. However, most, if not all of these, can be avoided by simply using our common sense and following some simple procedures.

Slips are generally the result of spillages of water, pop, fire extinguisher materials, food etc. We have excellent caretakers, who will attend straight away to any reported spillage. If you discover a spillage that is a potential hazard, please alert Reception first, who will get in touch with the site staff via a radio. Where possible, please wait by the spillage to ensure that others are aware of it, or, ask someone else to wait there until staff arrive. **Never leave a hazard like this unattended.**

Trips can be caused by literally anything being left on the floor where it shouldn't be, i.e. trailing cables, general rubbish, discarded boxes etc. Never leave anything on the floor in such a position where someone could trip over it. Also, never walk away from anything that looks to have been abandoned on the floor, where possible, please pick it up, and if this is not possible, again please contact Reception for them to call our site staff.

Falls resulting from slips or trips may be further worsened by the proximity of hard or sharp objects and whether they occur on stairs or steps. The commonest cause of injuries from falls result from the inappropriate use of chairs, boxes, stools, desks etc. to access higher level areas, such as, bookcases, windows etc. Again, please use your common sense. We can provide you with a small pair of appropriate steps if you are just carrying out reasonable, low level, simple tasks, but, anything more than that, again, please enlist the help of the site staff who will have had the appropriate training.

- **Ladders and Step Ladders**

Ladders and stepladders should only be considered for use where a risk assessment has shown that the use of other more suitable work equipment is not appropriate.

Managers must also:

- make sure relevant employees are adequately trained in ladder safety (ie caretakers and porters etc).

- institute a system for identification of ladders, periodic inspections and maintenance of records
- know how and where ladders are being used on the premises
- install permanently fixed ladders wherever possible
- provide any necessary aids to ladder safety
- provide adequate storage for ladders
- ensure ladders are of sound design and manufacture and kept in good condition
- ensure that all users have been briefed and are competent in ladder safety.
- assess the manual handling issues associated with the work.

In certain circumstances, ladders and stepladders can be used for short periods of low risk work provided they entail work of less than 30 minutes' duration in total.

• **Reporting of Accidents**

All accidents, however, minor must be reported in the accident book via one of the school's First Aiders. Current First Aiders are listed on the Health and Safety board in the staffroom.

First Aid will be administered, as far as allowed under the current legislation. First Aiders must not administer First Aid unless they hold a current certificate.

Staff members are asked to follow the procedure when dealing with accidents, whether staff or students. If you have a student/person with an injury, of any sort, please refer them to a trained First Aider.

The First Aider will attend to the incident and document it in the accident book. A copy is kept on the accident database for recording and monitoring purposes.

For more serious injuries where a visit to hospital is required or the accident results in time off, the Buildings Administrator, or Office Manager in her absence, must be informed immediately.

A copy should be given to the Buildings Administrator for recording and this will then be placed in the 'Serious Incident' file as well as the student/personnel file.

If it is a fatal accident the 'Fatal Accident Protocol' procedure should be followed.

• **Reporting Near Miss Incidents**

Staff are expected to report near miss incidents as these may help to prevent a reoccurrence, identify any weaknesses in operational procedures, and — when reviewed over time — may reveal patterns from which lessons can be learned.

Recording and investigating near misses helps the school to assess the strength of our safety management system but also provides an opportunity to fix problems before injuries occur. For example reporting the frayed carpet that nearly tripped someone can trigger a repair to prevent the accident in which someone actually trips.

The School Business Manager will analyze all reported near miss incidents and determine the severity and the appropriate course of action to reduce future incidents.

- **Violence, Aggression and Abuse to Staff**

Violence, aggression or abuse to staff will never be tolerated and all instances of such behaviour should be reported immediately to the Headteacher and a form VA04 located on Server T/Health & Safety should be completed and handed to the School Business Manager for reporting to Health and Safety Team at the local authority.

- **Manual Handling**

Park Lane Learning Trust adheres to the 'Manual handling operations regulations 1992' from Calderdale M B C, and in simple terms, this means that no member of staff or pupil should be lifting, or would be expected to be lifting, any load beyond their own individual capabilities and likely to cause physical injury.

Again, please use your common sense, and do not put yourself at any risk of an injury. We have site staff with the correct equipment for moving heavy loads around and will have been trained to do so.

- **Educational Visits**

The school has a policy on Educational Visits and all visits should be arranged through the Educational Visits Co-ordinator.

The Educational Visits Co-ordinator will be able to provide all the necessary forms, general guidance and advice relating to detailed risk assessments.