



## **PARKSIDE MIDDLE SCHOOL HEALTH AND SAFETY POLICY WITH ARRANGEMENTS**

### **1. THE STATEMENT**

#### **1.1 General Requirements**

The Governors of Parkside Middle School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

## **1.2 Staff Responsibilities**

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

## **1.3 Staff Rights**

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

## **1.4 The Role of the Local Authority**

The Governors recognise the Statement of Safety Policy of Worcestershire County Council, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council or such other persons as may be necessary.

## **1.5 Local Management of Schools and Delegated Funding**

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

## **1.6 Risk Assessment**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 amended 2006, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002).

## 1.7 Acknowledging Responsibility

This statement will be displayed in the school reception area and a copy will be available for every employee both teaching and non-teaching. The whole policy is held by the School Business Manager and included within the staff handbook, policy area on the school 365 home page and also on display on the school website [www.parkside.worcs.sch.uk](http://www.parkside.worcs.sch.uk).

**Review Date: January 2024**

**Headteacher** ..... **Date** .....

**Chair of Governors** ..... **Date** .....

**Health and Safety Governor** ..... **Date** .....

**Health and Safety Officer** ..... **Date** .....

**Health and Safety Officer** ..... **Date** .....

## **2. THE ORGANISATION**

### **2.1 Responsibilities**

The Local Authority  
The Governors  
The Headteacher  
The School Health and Safety Officers  
Heads of Departments / Subject Co-ordinators  
Other Teaching, Learning Support Assistant, Support Staff, Technician Staff and Lunchtime Supervisors  
BAM Facilities Manager, Caretakers, Kitchen Staff and Cleaners  
First Aid Appointed Staff

### **2.2 Employer's Responsibilities**

#### **Worcestershire County Council**

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Parkside Middle School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility, together with BAM FM, for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility, together with BAM FM, for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

### **2.3 Governors' Responsibilities**

#### **The Governing Body, through the Headteacher, is responsible for:**

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary through BAM FM.
- d) advising BAM FM of structural defects that could adversely affect the health and safety of staff, pupils and other persons.

- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with the Category Manager at Worcestershire County Council and the SPV General Manager at BAM FM.

#### **2.4 Head Teacher's Responsibilities**

##### **The Headteacher is responsible for:**

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day-to-day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.

- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action. Any major property problems should be notified to BAM FM and H&S Advisor.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of the School Health and Safety Sub Committee if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

### **2.5 Heads of Departments / Subject Leaders are responsible for:**

- a) all matters of health and safety in their department or subject area.
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a departmental / subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).

- h) ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

**2.6 Other Teaching, Learning Support Assistants, Support Staff, Technical Staff and Lunchtime Supervisors are responsible for:**

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music, Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Department or Subject Leader to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

**2.7 BAM Facilities Management, Caretakers, Kitchen Staff and Cleaners are responsible for:**

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing to the attention of BAM FM/Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of BAM FM for any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under BAM FM direct control (i.e. noncontract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing BAM FM or Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).
- k) BAM FM/School Safety Officers informing any persons hiring the facilities of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- l) BAM FM should ensure that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- m) BAM FM should ensure that the kitchen staff are familiar with the requirements of the Food Safety Act 1990 (and the regulations published under it) and that they and staff working under them comply with these requirements.
- n) Bringing to the attention of BAM FM and the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

## **2.8 The First Aider Leader and First Aiders are responsible for:**

Maintaining the First Aid box(es) in line with the guidance given in the LA's Safety Information on the Children's Portal Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Safety Information on the Children's Portal Information, p. 2.45).



## **Parkside Middle School – Health and Safety Policy**

### **The Local Authority**

Worcestershire County Council

### **The Governors**

Claire Blincoe – Chair of Governors

Jonathan Eades – Health and Safety Governor

### **The Headteacher**

Natalie Mancini – Headteacher

### **The School Safety Officers**

Anne Longbottom – School Business Manager

Su Fletcher – Senior Administration Officer

### **Heads of Department / Subject Leaders**

Rebecca Jenkin – Behaviour, Inclusion and Welfare

Jodie Terrey – Careers Leader, Reading

Rachel Cox – Head of KS2 Maths

Zena Brittle – Head of KS3 Maths

Steve Swaffield – Behaviour and Attitudes

Joe Durnall – Head of KS3 English

Sarah Persich – Pastoral Manager

Michaela Moffatt – SENDCo

Katherine Wright – Head of KS2 English

Ellie Doherty – Head of Science

Alex Field – Personal Development

Natalie O'Hara – Lead Thrive Practitioner

Ed Spalding – Head of Boys PE

Charlotte Wallis – Head of Girls PE

Lou Ford – Head of Design & Technology

Katie Stockwell – Head of Computing

Sarah Cheuk – Head of Art

Rebecca Williams – Head of Music

Harriet Pickett – Head of Expressive Arts

Jenny Papadopoulos – Head of STEM

Amy Young – Head of Citizenship

Jess Nuttall – Head of RE

Barry Agnew – Head of MFL

Kim Varley – Welfare Manager

### **Technical Staff**

Ian Aston – ICT

Bridget Padley – Science Technician

**The Sites and Buildings Manager**

Chris Sanford– Operations Manager (BAM FM)  
Rory O’Callaghan – SPV General Manager (BAM PPP)  
Mike Sparks – Facilities Managers (BAM FM)  
Martin Thomas – Senior Technical Support (BAM FM)  
Kim James (Mr) – Category Manager (WCC)

**Caretakers**

Michael Johnson  
Martin Ali

**Kitchen**

Paula Bache

**Cleaning**

Steve Bridgewater  
Sharon Kendall

**First Aiders**

Su Fletcher  
Kelsey Ratcliffe  
Sarah Grennan  
Kath Vincent  
Kim Varley  
Sarah Persich  
Steve Swaffield  
Charlotte Wallis  
Ed Spalding  
Lou Ford  
Amy Young

**Administration of Medication**

Anne Longbottom  
Alison Browning  
Su Fletcher  
Kelsey Ratcliffe  
Sarah Grennan  
Kath Vincent  
Paula Askew  
Kim Varley