



**The Park
Federation**

The Park Federation Academy Trust

Health & Safety Policy 2018

Version History

Version	Date	Status and Purpose	Changes overview
1	12 September 2012	Draft for comment	
2	17 January 2013	Final for issue	
3	01 September 2015	Draft for approval	Introduction of Estates Manager
4	13 October 2017	Periodic review	
5	September 2018	Periodic review	Further details on roles and responsibilities

Approval History

Chair of Board (signature) 
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Notes on Document Control

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Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

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1.0 HEALTH & SAFETY POLICY

1.1 Statement of Intent.

1.1.1 This is a Statement of Organisation and Arrangements for The Park Federation Academy Trust

1.1.3 The Park Federation Academy Trust will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Trust will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The Academies.

1.1.4 The Trust is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work Act etc. 1974 (HASWA) and associated Regulations.

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974 which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees ● The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out display screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> when responding to infection control issues.

1.1.5 The Trust will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the Trust's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- d) provide and maintain plant and systems of work that are safe and without risks to health to maintain access and egress within all sites;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and Board and Academy Council members, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Trust premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance to verify that the Trusts Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- m) develop and maintain a positive and proactive health and safety culture.

1.1.6 The Trust will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

- 1.1.7 The Trust recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.
 - 1.1.8 The Trust will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The Trust.
 - 1.1.9 The Trust is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Principal, Chief Operating Officer, and Directors of the Board and Academy council members of the Trust.
 - 1.1.10 This Policy requires the commitment, co-operation and active involvement of all Trust employees to ensure its success and effectiveness.
 - 1.1.11 All contractors and consultants working for the Trust are required to comply with this Policy.
 - 1.1.12 The Trust will ensure that procedures are established for appointing and monitoring the competency of contractors.
 - 1.1.13 The Trust will review this Policy Statement at least annually;
 - 1.1.14 The Trust will ensure that this Policy is effectively communicated to all staff;
- Failure on the part of any Trust employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

2.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

Effective Management of Academies requires Trust Staff, the Board of Directors, Academy Council members to work together to that ensure health, safety and wellbeing objectives are achieved. Below are those with special responsibilities and their responsibilities under this Policy:

2.1 The Board of Directors

For The Park Federation Academy Trust, in consultation with the Principal, the Directors will:

- 2.1.1 Ensure that suitable resources and strategic direction are available to discharge the Trust's health and safety responsibilities.
- 2.1.2 Monitor, via reports, the overall performance of the Academies health and safety management systems.
- 2.1.3 Ensure that any decision made is in line with the Trust's policies and procedures as they relate to health and safety.

2.2 The Principal

The day-to-day responsibility for all academy health, safety and welfare organisation and activity rests with the Principal, who will:

- 2.2.1 Ensure the effective implementation of health and safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within their Academy area of the Trust.
- 2.2.2 Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within their own Academy.
- 2.2.3 Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- 2.2.4 Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their Academy.
- 2.2.5 Ensure all Academy business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- 2.2.6 Ensure that Academy employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.

- 2.2.7 Ensure the objectives and content of the Health and Safety Policy are fully understood by all Academy Managers and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- 2.2.8 Ensure that this Policy is brought to the attention of all employees.
- 2.2.9 Ensure that Academy health & safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).
- 2.2.10 Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.
- 2.2.11 Ensure that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and function.
- 2.2.12 Ensure suitable persons are nominated to undertake key health and safety functions within the Academy, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- 2.2.13 Co-operating and working closely with the Chief Operating Officer and Estates Manager to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.
- 2.2.14 Ensure that within the Academy, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.
- 2.2.15 The Principal will bring to the attention of the relevant Academy Council and Board any significant health and safety issues, will involve the Directors in any policy matters and bring to their attention health and safety guidance received from competent external parties.

2.3 Principals Who Are Directly In Charge Of Trust Premises And Establishments ('Persons In Control Of Buildings')

The Principal is designated as 'The Person in Control' of the premises, though they may delegate specific roles and functions to others.

2.4 Employees

All Trust Employees are directly responsible for:

- 2.4.1 Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- 2.4.2 Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- 2.4.3 Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- 2.4.4 Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- 2.4.5 Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- 2.4.6 Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- 2.4.7 Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- 2.4.8 Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- 2.4.9 Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- 204.10 Attending local health and safety and safety induction on their first day of employment.
- 2.4.11 Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in as deemed necessary in Trust buildings.

2.5 Staff With Special Responsibility

The following staff have special responsibility:

Teaching and Learning: Principal, Deputy Principal and External Events coordinator

General areas including premises and welfare: Chief Operating Officer who is a CFPA Europe Diploma and NEBOSH General Certificate holder, the Estates Manager who is a NEBOSH General Certificate holder and fulfils the role of Health and Safety advisor, First Aid Coordinator and Premises Staff (managers and assistants).

These job-holders will be responsible for managing their specified areas:

- 2.5.1 The local arrangements to ensure the effective control of risks within the specific areas under their control;

- 2.5.2 the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- 2.5.3 the coordination of the Trust/Academies health and safety policy in their own department or area of work, directly responsible to the Principal for the application of the health and safety procedures and arrangements;
- 2.5.4 Premises staff establish and maintain safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc. The team work in accordance with the Estates Manager who has developed a number of check sheets that are stored in the Trust Shared server that include items such as perimeter checks etc.
- 2.5.5 resolving health, safety and welfare problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them;
- 2.5.6 ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the Academy, on the activities and equipment for which they are responsible;
- 2.5.7 ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- 2.5.8 Obtaining relevant advice and guidance on health and safety matters.

2.6 Special Obligations Of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- 2.6.1 raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- 2.6.2 exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- 2.6.3 know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- 2.6.4 give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- 2.6.5 set a good example by following safe working procedures personally;
- 2.6.6 ensure the use of protective clothing and guards where necessary;

2.6.7 avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

2.6.8 build in safety education in curriculum planning.

2.7 Health And Safety Representatives

Safety Representatives are appointed by recognised Trade Unions.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

2.8 The Pupils

Pupils will be reminded that they are expected to:

2.8.1 exercise personal responsibility for the health and safety of themselves and others;

2.8.2 observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;

2.8.3 observe all the health and safety rules of the Academy and, in particular, the instructions of staff given in an emergency;

2.8.4 use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through the Trust's websites.

2.9 Contractors

2.9.1 All contractors will be appropriately selected and competent in terms of health and safety

2.9.2 Contractors must be made aware of and abide by the Trust/Academies health and safety policy and not endanger pupils, staff or other visitors to the site.

2.9.3 The Estates Manager and the Premises Staff will be responsible for the coordination of contractors' activities on site.

2.9.4 The Principal, Chief Operating Officer and Estates Manager must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, their deputy, or by the contractor and Estates Manager, in consultation with the Principal.

2.9.5 The Principal will consult the Chief Operating Officer for any additional guidance on these matters.

2.9.6 All contractors must report to the Premises Staff before any work takes place and prior to each working session. The Premises Staff should then inform the contractor of any conditions which may affect his safety and that of others.

2.10 Visitors And Other Users Of The Premises

2.10.1 Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. catering and cleaning contractors, outside staff based in the Academy.

2.10.2 The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to Trust/Academy premises/workplaces.

2.10.3 All visitors to Trust establishments must comply with the Trust and Academies Health and Safety Policy and procedures.

2.10.4 Principals must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitor's book).

2.10.5 Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Academy.

2.10.6 Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

2.10.7 Should a fire/emergency occur or the fire alarm activated whilst visitors are on Academy premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

2.10.8 Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.

2.10.9 If the incident is of a serious nature or fatal the Chief Executive, Academy Principal and the Chief Operating Officer must be contacted immediately.

2.10.10 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

2.10.11 Persons 'hosting' visitors including meeting convenors must ensure:

- a) Visitors are alerted to the establishment's fire procedures,
- b) Visitors adhere to the Trust/Academy's 'No Smoking' Policy,
- c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,

- d) Visitors record their presence on the premises in the appropriate log book,
- e) Where applicable, visitors are provided with and wear an identification badge,
- f) Visitors are accompanied or authorised to enter the premises,
- g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
- h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
- i) Visitors report all accidents, incidents and near misses to the host,
- j) Visitors wear protective clothing that is supplied, when necessary.

2.10.12 Lettings

The Principal will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the Academy's health and safety policies where appropriate. The Estates Manager will ensure adequate insurances are maintained.

See the Chief Operating Officer for details of the Academy's security policy

3.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

Whilst overall accountability rests with the Trust Board, It is the responsibility of Operational staff , which includes the Chief Executive Officer, Chief Operating Officer and Principals to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and pupils are aware of the arrangements.

Area	Person Responsible is the individual(s) who actually complete(s) the task	Operational Person(s) Accountable the individual or individuals who is/are ultimately answerable for the activity or decision
Premises/Site/Workplace/Classroom/Office Etc.		
Heating and lighting	Estates manager (EM)	Chief Operating Officer (COO)

Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.	EM	COO/Principat
Room dimensions and space.	COO	COO/Principal
Sanitary provisions (male/female, children's and disabled toilet facilities).	EM	COO/Principal
Temperature of workplaces, the provision of thermometers.	EM	COO/Principal
Condition of premises including floors etc.	EM	COO/Principal
Workstations/desks and seating, use of computers etc.	EM	COO/Principal
Facilities and arrangements for: a) Provision of a wholesome supply of drinking water b) Canteens/Rest Place c) Pregnant and Nursing Mothers	EM	COO/Principal
ACCIDENT/INCIDENT REPORTING The provision and location of accident records. Accident/incident report forms.	Welfare Officer (WO) wo	Principal Principal
Guidance on Accident/Incident Reporting.	EM	COO
Recording and reporting of all incidents of Violence and Aggression on staff.	Senior Management Team	Principal
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) as amended 2013.	WO/EM	CEO/COO/Principal

<p>FIRST AID AND ITS PROVISION IN THE WORKPLACE</p> <p>Designated First Aiders (names displayed).</p> <p>Identified location of First Aid Boxes.</p> <p>The contents of First Aid Boxes are complete and up to date.</p> <p>Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.</p> <p>First Aid Room facilities (Medicai room).</p> <p>Travelling First Aid Kits.</p>	<p>Welfare Officer (WO)</p> <p>WO</p> <p>WO</p> <p>Principal</p> <p>WO/EM</p> <p>WO/SMT</p>	<p>COO</p> <p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Principal</p>
<p>FIRE AND EMERGENCY PROCEDURES</p> <p>Fire Risk Assessment</p> <p>Fire and Emergency Plan</p> <p>Fire evacuation drills (Termly)</p>	<p>EM</p> <p>Principal</p> <p>Principal</p>	<p>COO</p> <p>COO</p> <p>COO</p>
<p>SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT WORK</p> <p>Provide a list of the hazardous substances including cleaning materials used.</p> <p>List of activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.</p> <p>Completing of COSHH Assessments.</p> <p>Personal Protective Equipment (PPE) and Clothing.</p> <p>Storage of hazardous substances and signage.</p>	<p>Premises Teams/EM</p> <p>Premises Teams/EM</p> <p>Premises Teams/EM</p> <p>Premises Teams/EM</p> <p>Premises Teams/EM</p> <p>Premises Teams/EM</p>	<p>COO</p> <p>COO</p> <p>COO</p> <p>COO</p> <p>COO</p> <p>COO</p>
<p>SECURITY OF PERSONS AND PREMISES</p> <p>Security assessment of premises</p> <p>Perimeter Fencing/Exterior lighting</p> <p>Burglar Alarm (externally monitored).</p> <p>Use of toughened glass and safety glazing.</p>	<p>EM</p> <p>Premises Teams</p> <p>Premises Teams</p> <p>EM</p>	<p>COO</p> <p>COO</p> <p>COO</p> <p>COO</p>

<p>Identification of visitors. Signing In/Out procedures. Control of Access. Security Personnel on duty. Reception/waiting areas.</p> <p>Installation and use of CCTV, neighbourhood watch schemes etc.</p>	<p>Reception Staff Reception Staff Premises Teams EM Reception Staff/Premises Teams EM</p>	<p>Principal Principal COO COO Principal COO</p>
<p>SAFETY IN COMMERCIAL KITCHENS</p> <p>Safety of pupils/employees/kitchen staff (in conjunction with the incumbent).</p> <p>Food Hygiene.</p> <p>Responsibility for maintenance of premises and equipment.</p> <p>Restricted access.</p> <p>First aid arrangements, including accident/incident reporting.</p> <p>Safe systems of work.</p> <p>Lifting and handling of heavy and hot loads, liquids etc.</p> <p>Safe use of machinery, equipment and appliances within the areas.</p> <p>Removal of waste.</p> <p>Pest control.</p> <p>Use of knives.</p> <p>Condition of workplace, including floors etc.</p>	<p>Commercial Caterer</p>	<p>Environmental Health Officer</p>
<p>SMOKING</p> <p>Smoking is not permitted anywhere on the premises.</p>	<p>All Staff</p>	<p>CEO/Principal/COO</p>

<p>CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)</p> <p>Academy guidelines for the Management of Contractors.</p> <p>Contractors are required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}.</p>	<p>EM</p> <p>EM/Premises Teams</p>	<p>COO</p> <p>COO</p> <p>COO</p>
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<p>Works are planned well in advance (where applicable) and health and safety issues have been addressed.</p> <p>Contractors are controlled and managed on site.</p> <p>Contractors are required to address the following:</p> <p>Protection of children</p> <p>Segregation of building works where possible.</p> <p>Safe use and storage of any machinery brought onto site.</p> <p>Guarding of site and machinery.</p> <p>Restricted Access to unauthorised persons including children.</p> <p>Requirement to use tools etc. of a voltage no greater than 110v</p>	<p>EM/Premises Teams</p> <p>EM/Premises Teams</p> <p>EM/Premises Teams</p> <p>EM/Premises Teams</p> <p>EM/Premises Teams</p> <p>EM/Premises Teams</p>	<p>COO</p> <p>COO</p> <p>Principal/COO</p> <p>COO</p> <p>COO</p> <p>COO</p>
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<p>THE SAFE USE OF PESTICIDES</p> <p>Limiting the use of pesticides and where appropriate using environmentally friendly and safer products.</p> <p>Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA.</p> <p>Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.</p> <p>Safe systems of work in place for; Handling and Storage of pesticides.</p> <p>Application of Pesticides.</p> <p>The use of Personal Protective Clothing and equipment.</p> <p>Disposal of surplus and unused Pesticides and containers.</p> <p>COSHH Assessments.</p> <p>Protection of employees, users, children, public and others.</p>	<p>Premises Teams, EM and External Gardening contractors</p>	<p>COO</p>
<p>ASBESTOS</p> <p>The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register).</p>	<p>EM</p>	<p>CEO/COO/Principal</p>

<p>Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc.</p> <p>When asbestos removals are to take place ensuring that:</p> <p>All work is undertaken and carried out by competent persons.</p> <p>Using only HSE approved Asbestos Removal Contractors.</p> <p>Records of Asbestos to be maintained at the workplace/site.</p>	<p>EM/Premises Teams</p> <p>EM</p> <p>EM</p> <p>EM/Premises Teams</p>	<p>COO</p> <p>COO</p> <p>COO</p> <p>COO</p>
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<p>LONE WORKING</p> <p>Lone working may include:</p> <p>Late working, Home or site visits, Weekend working, Premises duties, Site cleaning duties</p> <p>Working in a single occupancy office</p> <p>Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.</p> <p>If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.</p> <p>The lone worker will ensure that they are medically fit to work alone.</p>	<p>EM/Principal</p>	<p>Principal/COO</p>
<p>OFF SITE VISITS</p> <p>When taking pupils off the premises, we will ensure that:</p> <p>Risk assessments will be completed where offsite visits and activities require them</p> <p>All off-site visits are appropriately staffed</p> <p>Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details</p> <p>There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.</p>	<p>Teachers</p>	<p>Principal</p>

<p>ELECTRICITY AT WORK</p> <p>Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.</p> <p>Logging of all tests on portable electrical appliances.</p> <p>Testing of fixed installations will be undertaken every 5 years by an external competent person, whose credential will be checked (NICEIC).</p> <p>Undertaking daily visual inspections of electrical appliance before use.</p> <p>Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc.</p> <p>Providing and using a Residual Current Device (RCD) where applicable.</p> <p>Ensuring premises teams do not undertake electrical maintenance beyond their competence.</p>	<p>EM/Premises Teams</p> <p>EM/Premises Teams</p> <p>All staff</p> <p>All staff</p> <p>Premises Teams</p> <p>Premises Teams/EM</p>	<p>COO</p> <p>COO</p> <p>COO</p> <p>Principal/COO</p> <p>Principal/COO</p> <p>COO</p> <p>COO</p>
<p>WORK EQUIPMENT</p> <p>Safe guarding of machines.</p> <p>Undertaking a machinery/equipment inventory.</p> <p>Provide work equipment that is safe and properly maintained.</p> <p>Safe use of machinery.</p> <p>Carrying out risk assessments where appropriate.</p> <p>Providing adequate training for employees on work equipment, machinery etc.</p>	<p>EM/Premises Teams</p> <p>EM/Premises Teams</p> <p>EM/Premises Teams</p> <p>EM/Premises Teams</p> <p>EM/Premises Teams</p> <p>EM/Premises Teams</p>	<p>COO</p> <p>COO</p> <p>COO</p> <p>COO</p> <p>COO</p> <p>COO</p>

STORAGE OF FLAMMABLE LIQUIDS		
Containing and controlling the amount held in storage.	EM/Premises Teams	COO
Safety and security of storage of flammable liquids.	EM/Premises Teams	COO
Providing a list of what is in storage and where and how is it stored.	EM/Premises Teams	COO
Who has access and is access restricted to others e.g. children etc.	EM/Premises Teams	COO
Providing appropriate signage	EM/Premises Teams	COO

SAFETY SIGNS		
Displayed on/at each level of the premises, workplace.	EM/Premises Teams	COO
Signs comply with current legislation.	EM	COO
Are recognisable and easy to understand.	EM	COO
SWIMMING POOLS		
Safe systems of work are provided by third parties when children use INDOOR pools.	Teachers and external company that manage the swimming pool	Principal
Cleanliness of water and facility and ensuring temperature is correct.		
Hygiene - Legionella water quality, life saving equipment/supervision.		
First Aid equipment available.		
Restriction of animals (outdoor pools).		
Safe procedures and pool rules displayed where appropriate.		
Security of pool, including restricted access.		
Responsibility for cleaning the pool.		
Use of chemicals etc. within the pool environment, safe handling, storage, security etc•		

<p>SAFE USE OF VEHICLES</p> <p>Speed restriction signs displayed.</p> <p>One way traffic system.</p> <p>Segregation of vehicles and pedestrians.</p> <p>Clearly marked parking bays and areas.</p> <p>Coaches to be fitted with audible reversing alarms.</p> <p>Care whilst driving especially where children, elderly are present.</p> <p>Vehicles are road worthy, are taxed, insured and have a valid MOT etc.</p> <p>Ensure that drivers on Academy business have a valid driving licence for the categories of vehicle concerned.</p>	<p>Premises Teams/External servicing department</p>	<p>Principals</p>
<p>ACCESS EQUIPMENT AND WORKING AT HEIGHTS</p> <p>Visual inspection of steps, ladders and scaffold before use to ensure safety and integrity.</p> <p>Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement.</p> <p>Access equipment, and access to high levels is not allowed to unauthorised and untrained persons.</p>	<p>Premises Teams/EM</p>	<p>COO</p>
<p>GOOD HOUSE KEEPING</p> <p>Clean and tidy premises.</p> <p>Maintenance programmes and procedures in place to deal with repairs, etc. Immediate clean-up of spills.</p> <p>Litter-free zone.</p> <p>External areas, grounds, play areas and equipment are safe for use.</p> <p>Promoting and maintaining a safe and healthy working environment.</p>	<p>Alt Staff EM Premises Teams/All staff Premises Teams Premises Teams/EM All staff</p>	<p>COO/Principals</p>

<p>COMMUNICATION</p> <p>Providing employees with information about the general duties under the Health and Safety at Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster).</p> <p>Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with.</p> <p>Discussing with contractors before they start work on site, how they plan to do their job, whether they need the Trust's equipment to help them, whether they can operate in segregated areas or when the Academy is closed down and if not what hazards do they create for employees and vice versa.</p>	<p>EM</p> <p>EM</p> <p>EM</p>	<p>COO</p> <p>COO</p> <p>COO</p>
<p>TRAINING</p> <p>Training employees, supervisors and managers to enable them to work safely and carry out their health and safety responsibilities.</p> <p>Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.</p>	<p>EM/Department Leads</p>	<p>Principat/COO</p>
<p>SAFETY AUDITS AND INSPECTIONS</p> <p>Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by managers etc.</p> <p>Carry out sample health and safety audits of health and safety management systems and workplaces.</p> <p>Each academy will have a termly Health and Safety inspection where the Premises Teams will be accompanied by the Estates Manager/Academy council to walk through the complex.</p>	<p>EM/Academy Council</p> <p>Academy Council</p> <p>EM/Academy Council</p>	<p>Principal/COO</p> <p>Principal/COO</p> <p>Principal/COO</p>

SAFEGUARDING/SPECIAL EDUCATIONAL NEEDS Ensuring compliance with legislation	Safeguarding Leads/Principals	CEO
GAS HEATING SYSTEMS Ensuring compliance with legislation	EM/External competent party	COO

WATER SAFETY Ensuring compliance with legislation	EM/COO/External party	CEO
STRESS Ensuring we have Occupational Health Provision	HR Manager	COO
HEALTH & SAFETY ADVICE Ensuring staff are appropriately supported	EM	COO

4.0 RISK MANAGEMENT AND RISK/OTHER ASSESSMENTS

The Park Federation Academy Trust, as with any other business, has a legal duty to assess what within their activities and premises might cause harm to people, and decide whether reasonable steps are being taken to prevent that harm or if more needs to be done. This is known as a risk assessment. Although there are no specific requirements relating to how this is done the following guidance shows a process that is recommended by the Health and Safety Executive (HSE).

Having a robust risk assessment process will not only result in a safer and improved working environment but will also reduce the risk of civil action and criminal prosecution.

Each academy will hold a register of completed risk assessments. This will include general areas, specific areas and trips.

The Park Federation Academy Trust will ensure that the persons responsible for undertaking risk assessment have been appropriately trained.

- We will try to involve those at risk in the assessment process as they will have a greater understanding of the activity and will have knowledge of previous incidents or near misses.
- We will be careful not to over rely on generic risk assessments as there may be subtle differences between seemingly similar activities. Templates however will be consistent as primary activities are similar.
- We will not assume that the risks from a previous activity are the same as a subsequent one. For example if you are having a sports day the previous year's risk assessment just re dated may not be sufficient. Weather conditions, activities and the persons involved may have changed.
 - We will use a simple system that all persons understand and are able to relate to the relevant activity and risk.
 - We will carry out risk assessments prior to the introduction of any new activities or processes.
- The purpose of the risk assessment process is to manage risk at a tolerable level and not to eliminate it.

Risk assessments are required for all activities where persons (including staff, pupils, contractors and members of the public) may be at risk. Our register will include all of the key activities to ensure that all risk assessments are being effectively managed.

The register will be held by the Principal and Estates Manager at every site and will detail when assessments were completed; when they are due for review; the responsible persons and where they are located.

Undertaking a Risk Assessment

The following activities will be risk assessed and is not intended to be exhaustive and can be added too as new activities or processes are identified. Persons that have specific responsibilities to complete risk assessments are detailed below.

Area	Person(s) who may contribute to completing the risk assessment	Person or Body receiving the assessment
Security of Premises Assessment	Each Premises Team Estates Manager	Principal Academy Council
Before and after school activities	Any external club Chief Operating Officer	Principal Academy Council
Late collection of child Abandoned child	Principal Chief Operating Officer	Principal Academy Council
Trips, Falls, Fights	Principal Chief Operating Officer	Principal Academy Council
Spread of illness and disease Expectant mothers (staff)	Principal Chief Operating Officer Estates Manager Welfare Officer	Principal Academy Council
PE activities including sports days etc.	PE qualified staff	Principal Academy Council
Safeguarding and Special Educational Needs	Teaching staff	Principal Academy Council
Trips and off site activities	Teachers Principal	Trip Coordinator Principal Academy Council
Summer Fetes	Principal Chief Operating Officer	Principal Academy Council
Violence towards Staff	Principal Chief Operating Officer	Principal Academy Council
Play equipment	External Consultant Premises Teams Estates Manager	Principal Academy Council
Control of Substances Hazardous to Health Regulations. (COSHH)	Premises Teams Estate Manager	Principal Academy Council
Display Screen Equipment (DSE)	Principal Chief Operating Officer	Principal Academy Council

Manual Handling	Premises Teams Teachers	Principal Academy Council
Electrical Safety	Premises Teams	Principal
	External Parties Estates Manager	Academy Council
Fire Safety - Fire Risk Assessment - Fire Evacuations	Estates Manager (Nebosh Fire Safety and Risk Management) Chief Operating Officer (CFPA Europe Fire Diploma)	Chief Operating Officer Principal Academy Council
Gas Safety	Specialist Consultant Estates Manager	Principal Academy Council
Legionena	Specialist Consultant Estates Manager	Principal Academy Council
Vehicle maintenance for Mini Buses	Premises Teams Principals Estates Manager	Principal Academy Council
Tree Risk Assessment	External Contractor	Estates manager Principal Academy Council
Working at Height	Premises Teams Principals Estates Manager	Principal Academy Council
Commercially used kitchens	Catering Supplier	Estates manager

What will be considered as part of the process

The risk assessment will include consideration of what might cause harm and how and, the people who might be affected. It will take into account any controls which are already in place and identify what, if any, further controls are required.

The assessment will show that:

- a proper check was made
- all people who might be affected were considered
- all significant risks have been assessed
- the precautions are reasonable
- the remaining risk is low

The assessment will not include insignificant risks and we will not include risks from everyday life unless our work activities increase the risk.

Any paperwork that is produced will be used to communicate and manage the risks in our business.

The risk assessments will cover all groups of people who might be harmed whilst within our grounds and buildings.

- We will think about staff affected because of risks associated with the particular jobs they do, such as repair and maintenance.
- We will consider new and young workers as they may be inexperienced, and/or lack maturity/ experience to recognise risks. They may not be familiar with our workplace culture - what is and what isn't acceptable
- We will consider the literacy skills of staff to ensure they can read or understand and follow guidance and instructions
- We will consider new or expectant mothers and young people who may be more prone to health-related risks (physical, biological or chemical risks)
- We will consider people with disabilities whose disability may mean that reasonable adjustments are needed to enable them to do the work and minimise risks.

Additionally, will consider all groups, such as members of the public and groups of people who share our workplace.

We will record:

- the significant findings what the risks are, what we are already doing to control them and what further action is needed
- details of any particular groups of employees who have been identified as being especially at risk

We will balance the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, we would review if it would be grossly disproportionate to the level of risk.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. We list the hierarchy of control. The list below sets out the order to follow when planning to reduce risks that have been identified in our workplace.

1. Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
2. Substitution - Replace the material or process with a less hazardous one.
3. Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
4. Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers

are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.

5. Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE. The following information will be detailed on the risk assessment form:
 - The date the assessment was undertaken;
 - The persons involved in the risk assessment process (this may be more than one person); and
 - The date of the next review (this is normally every 12 months).
 - Hazards
 - Persons at Risk
 - Existing Control Measures

These are the control measures for the hazard that you already have in place and can include the following:- Training;

- Statutory Inspections and regular maintenance;
- Audit and inspection programmes; and - Safe systems of work.

Probability — Likelihood of harm occurring

Based on our existing control measures we will determine the probability of the hazard causing injury or ill health. This may be a score or could be Low, Medium, High dependent on the risk.

Where we use numerical scores, a range of 1 — 3 or 1 — 5.

Below is an example of how a 1 — 3 scoring system would

operate:1 —Very unlikely 2 — Possible

3 — Probable

Severity of harm

If the hazard was to cause injury or ill health, we will determine the likely severity. Again there are no rules on what system you use but 1 —3 and 1 — 5 scoring systems are most common. Below is an example of how a 1 — 3 scoring system would operate:-

- 1 — Could return to normal duties after treatment (i.e. minor cut that needs a plaster)
- 2 — Injured person cannot return to normal duties (i.e. sprained ankle or deep cut)
- 3 — Disabling injury or fatality (i.e. amputation of limb)

Risk Rating

By multiplying the probability and severity ratings the assessor will be able to determine the residual risk from the hazard. This will allow them to determine if this is at a tolerable level or more needs to be done. The below matrix allows this to be quickly and easily determined.

Below is based on a 3 by 3 matrix:-

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Very Harmful 3
Likelihood of occurrence	Highly likely 1		Tolerable 2	Intolerable 3
	Unlikely 2	2	4	
	Very unlikely 3		6	

1 – 3: Low risk (tolerable and only needs to be reduced if it can be done easily and cheaply)

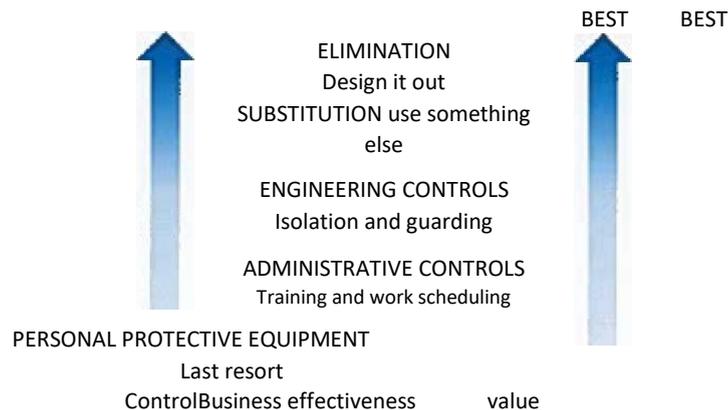
4 – 6: Medium risk (should be reduced to a tolerable level within an agreed time frame)

7 – 9: High (operation should be stopped immediately until appropriate controls are in place)

Additional Controls

Based on our risk rating we will then determine if additional controls are required to reduce the risk to a tolerable level.

When choosing additional controls the hierarchy detailed below will be used:-



Once additional controls have been agreed we will determine who will take responsibility for ensuring they are implemented.

We will assign a target date and also detail when the action is complete.

Review

The risk assessment will be seen as a live document and will be subject to review:

- At least annually;
- After a serious incident or near miss (this may indicate that existing controls are not adequate); and
- If the circumstances change (e.g. you have a new piece of equipment being used in the academy).

5.0 GENERAL

Further advice and assistance can be obtained by contacting the Chief Operating Officer.

Email: tpfoffice@theparkfederation.org

Tel: 0208 465 6230

Contact address: The Park Federation Academy Trust, C/O Lake Farm Park Academy,
Botwell Common Rd, Hayes UB3 IJA

