



Park Grove
PRIMARY ACADEMY

**Health & Safety Policy
for Park Grove Primary Academy
Within the Ebor Academy Trust**

Signature of Schools Chair of Governors

A handwritten signature in black ink, appearing to be 'R. Allen', written over a faint circular stamp.

Signature of Schools Head Teacher

A handwritten signature in black ink, appearing to be 'J. Hanger', written over a faint circular stamp.

Date of adoption: 4th April 2017

Date of review: 4th April 2018 (every 1 year)

STATEMENT OF INTENT

School Management at Park Grove Primary Academy believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities on and off the school premises
- Providing a safe, healthy and secure working and learning environment for staff and pupils
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessments and control measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school for all
- Ensuring adequate resources are made available for effective health and safety management,
- Learning from our own health and safety experiences and sharing learning opportunities with other schools, and implementing control measures where appropriate
- Select and engage competent contractors who will work safely
- Providing adequate first aid cover and occupational health support

To ensure the above commitments can be met the Ebor Academy Trust Safety Management System (SMS) has been adopted. All governors, staff and pupils will play their part in its implementation.

Name: David Hare
(Chair of Governors)

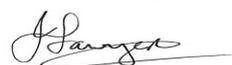
Signature:



Date: 30/3/17

Name: Jo Sawyer
(Head Teacher)

Signature:



Date: 30/3/17

ORGANISATION

In order to achieve compliance with the Statement of Intent, specified roles within the school's management structure will have additional responsibilities assigned to them as detailed below.

THE GOVERNING BODY

The Governing Body has the following responsibilities:

- All reasonable steps are taken so that the school is complying with Ebor Academy Trust's Safety Management System.
- Promote a sensible approach to health and safety within the school
- Seek and accept advice from Ebor Academy Trust's competent health and safety advisers when appropriate
- Work closely with the head teacher and other school leaders to adopt a sensible attitude towards health and safety management – ensuring a proportionate response to reduce to health and safety risks in the school
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient resources are made available in respect of finance, time, equipment and people.
- Only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Health and safety performance of the school is measured both actively and reactively
- The school's health and safety policy and performance is reviewed as a minimum annually or when there is a change of head teacher or Chair of Governors.

THE HEADTEACHER

The Head Teacher has the following health and safety management responsibilities – to ensure:

- That the school is following the Ebor Academy Trust Safety Management System and ensure that appropriate arrangements exist within the school to effectively manage risks
- The staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the school
- Consultation takes place with employees and their representatives on health and safety matters
- Effective communication throughout the school to ensure that all receive appropriate health and safety information including contractors.
- Systems are in place to identify and provide suitable and timely staff health & safety training
- Systems are in place for undertaking specific requirements set out in the compliance notes within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their school and also for sharing experiences with peers across EBOR
- That Educational visits/off site learning is managed in line with the Evolve system adopted by EBOR
- That the key Health & Safety roles identified in the SMS are given to named individuals, the roles are the School Health & Safety Officer; Educational Visits Co-ordinator; Site Asbestos & Legionella Co-ordinator; Workplace Inspectors; First Aiders & Fire Wardens – and that each person has sufficient time and resources to carry out the requirements placed upon them through the SMS and H&S legislation.
- Staff have a sensible approach to health and safety within the all the school's activities

- Ensure that the School is following the risk assessments and safe systems of work to ensure that appropriate arrangements exist within the Ebor Academy Trust to effectively manage risks.
- Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work
- Ensure that their School is working to Ebor Academy Trust safety management system and legal standards for health and safety
- Ensure that sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment
- Ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Ensure That School staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the Ebor Academy Trust
- Consultation takes place with employees and their representatives on health and safety matters
- Ensure effective communication throughout the Ebor Academy Trust to ensure that all receive appropriate health and safety information including contractors.
- Systems are in place for the provision of suitable and timely staff health & safety training
- Systems are in place for undertaking specific legislative health and safety requirements
- The need for continuing improvement in health & safety performance is promoted within their Ebor Academy Trust and also for sharing experiences with peers
- To Oversee the Safety of Educational Visits for their school
- Ensure a lead Governor for Health & Safety has been appointed of the Local Governing Body

ACADEMY HEALTH & SAFETY OFFICER

- Co-ordinate and manage the annual risk assessment review and revision process for their School
- Co-ordinate the workplace inspections and active monitoring process for their School
- Make provision for the inspection and maintenance of work equipment throughout the Ebor Academy Trust, including the statutory examination and testing of specific equipment.
- Manage the local Fire Risk Assessment; Fire Drills and Emergency evacuations including developing any Personal Emergency Evacuation Plans
- Oversee the local management of Asbestos; Legionella and all property compliance issues for their site.
- To Oversee the Safety of Educational Visits, as the Educational Visits Co-ordinator
- Manage the keeping of records of all health and safety activities and monitoring.
- Ensure all incidents and accidents are reported in the correct way and that relevant parties are notified when significant accidents and incidents happen.
- Ensure that all staff are adequately instructed and trained in health and safety matters relating to their work place and role.
- To co-ordinate the control of contractors on site when work is being undertaken.
- Ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors

LOCAL GOVERNING BODY HEALTH AND SAFETY REPRESENTATIVE

- Monitor Health & Safety performance across the school and raise matters of evident concern with the School Health & Safety Officer/ School Head Teacher/Director of Education and Trust Board as appropriate
- Assist in the reduction of risk in the academy and offer support to the Academy Health and Safety officer with the implementation of health and safety.

- Ensure that the academy is meeting their statutory and legal responsibilities in regard to health safety protecting staff, pupils, visitors and trespassers.

TEACHERS & ALL SUPPORT STAFF

Teachers and all support staff as part of their normal activities in and out of the school while at work shall:

- Take reasonable steps to safeguard their own health and safety and that of others including pupils and colleagues
- Cooperate with colleagues including contractors and EBOR to ensure that the school remains safe
- Raise any concerns about health and safety with the head teacher
- Discharge any specific health and safety duties in accordance with current EBOR Safety Management System instructions
- Attend health and safety training as directed by the head teacher
- All staff have a responsibility to advise the head teacher of situations or activities that are potentially hazardous to the health and safety of staff, pupils and visitors.
- Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.

ROLES AND RESPONSIBILITIES

The head teacher may delegate the following responsibilities to the school business manager or a person in a similar role:

- Co-ordinate and manage the annual risk assessment review and revision process for the school in line with the EBOR Safety Management System (SMS)
- Co-ordinate the workplace inspections and active monitoring process in line with the EBOR SMS
- Make provision for the inspection and maintenance of work equipment throughout the school, including the statutory examination and testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed and trained in health and safety matters in connection with their specific work place and the school generally
- To co-ordinate the control of contractors on site when work is being undertaken in line with the SMS.

The following roles are assigned where appropriate (if not assigned, the head teacher assumes responsibility):

Site Asbestos Liaison Officer (SALO)	SALO is Gary Stoner
Site Legionella Representative (SLR)	SLR is Gary Stoner
Responsible person for fire safety (RPFSS)	RPFSS is Gary Stoner
First Aid	First aider is
Educational Visits Coordinator	EVC is Vicky Hearson
	Is

Academy Health & Safety Officer

Fire Wardens/Co-ordinator

Is Gary Stoner

Local Governing Body Health
And Safety Representative

Is Richard Romaniak