



Health & Safety at work Policy

May 2017

STATEMENT OF GENERAL POLICY

Park Lane International School is, through all levels of management, committed to ensure, so far as is reasonably practicable that:

1. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
2. Pupils and members of the public including parents, visitors and contractors, employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
3. No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.
5. The SMT, Operations Executive and Campus Health and safety Officers are responsible for setting out the overall policy to ensure a safe working environment in all premises owned by or used by the School, and also for the safety of all pupils whilst outside the School under the School's supervision, as far as reasonably practicable.
6. The planning and implementation of the policy are the direct responsibility of the Premises, Environment, Health and Safety Committee and SMT, ensuring that all employees, both teaching and non-teaching, fulfil their allotted duties. Arrangements will also be made to bring it to the notice of all employees, including supply teachers.
7. The SMT recognises the need to consult individuals before allocating particular health and safety functions. Each school campus has a Health and Safety Officer, each of whom, along with the Operations Executive, is a member of the Governing Board's Premises, Environment, Health and Safety (P.E.H&S) Committee. This committee will advise the Governing Board and SMT on health and safety matters.

KEY ROLES:

Governing Board (GB):

Paul Ingarfield - Principal

Joe Eyles - Head of Primary

Jan Bebr - School owner

Radek Janata - School owner

The GB's Premises, Environment, Health and Safety Committee:

Alex Anea - Chair

Karolina Schreiberova - Operations Executive

Manny Efthymiadis - Prague 1 Health and Safety Officer

Stuart Davis - Prague 6 Health and Safety Officer

Dawn Warby - Prague 5 Health and Safety Officer

Pavel Suchanek - Parent Committee Member

School Management Team (SMT):

Paul Ingarfield - Principal

Joe Eyles - Head of Primary

Nicola Wardlaw - Deputy Head of Primary

Erica Warne - Deputy Head of Secondary

The school's objectives are:

1. To provide conditions and systems of work for all employees that prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified so that the standards of safety are adapted and enforced.
2. To ensure that the building and equipment are maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by the P.E.H&S Committee at all levels.
6. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
7. To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others.
2. Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
4. Ensure that no person uses potentially hazardous substances or equipment unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work using such equipment or are being supervised by someone with a thorough working knowledge and experience.

STAFF CONSULTATION

The School will hold staff meetings not less than once per term. Health and Safety will be a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to the Campus Health and Safety Officer and actioned accordingly.

ORGANISATION

Principal officers and their responsibilities:

I THE GOVERNING BOARD

1. Is responsible for ensuring that this Health and Safety policy is implemented.

II PREMISES, ENVIRONMENT, HEALTH & SAFETY (P.E.H&S) COMMITTEE

1. Is responsible for monitoring the results of the Health and Safety Policy, reviewing its contents on an annual basis and making recommendations to the Governing Body.

III THE SCHOOL MANAGEMENT TEAM (SMT)

1. Is responsible and accountable to the Governing Board for implementing the Health and Safety Policy for all matters relating to health, safety and welfare within the school.
2. Must ensure that all school staff are trained to the appropriate level of competence, having regard to the general risk assessments carried out, and that all equipment used is safe and, where necessary, certified as such.
3. Are jointly responsible with the Campus Health and Safety Officer for the evacuation of buildings in the event of an emergency.
4. Are responsible for ensuring all statutory notices, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, logbooks etc.

IV THE OPERATIONS EXECUTIVE

1. In partnership with the Campus Health and Safety Officer, will seek advice from outside agencies which are able to offer expert opinions on matters relating to Health and Safety.
2. In partnership with the Campus Health and Safety Officer and School Nurse, shall review on a termly basis, a.) the provision of First Aid in school; and b.) the fire and evacuation procedures.
3. Shall make arrangements for improvement to premises, building tools and equipment, and will keep the SMT and P.E.H&S Committee informed of all future developments.
4. With the Campus Health and Safety Officer, will advise on and monitor the practical implementation of the Health and Safety policy. As and when Health and Safety regulations change, he/she will ensure that the relevant instructions are passed to staff at all levels.
5. Ensure that outside agencies used by the school, such as cleaners and kitchen staff, are familiar with the School's Health and Safety Policy.

V THE CAMPUS HEALTH AND SAFETY OFFICERS

1. Are responsible for the day-to-day management of Health and Safety matters.
2. Must ensure that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters functions efficiently and effectively.
3. In partnership with the Operations Executive, will seek advice from outside agencies which are able to offer expert opinions on matters relating to Health and Safety.
4. Carry out such duties as have been delegated by the SMT.
5. On receipt of information regarding Health and Safety, shall inform the SMT and Operations Executive of any matter which needs considering with regard to Health and Safety matters within school.
6. Liaise with the Primary Leadership Team/Secondary Leadership Team and/or Subject Leaders to ensure that safety procedures and policy agreements are adhered to.
7. Be responsible jointly with the SMT for evacuation of the buildings in the event of an emergency.

8. Be responsible for ensuring that competent persons are consulted as necessary to advise on health and safety matters.
9. Liaise with the Operations Executive to implement training programmes throughout the school and keep them under constant review. They are to be updated to meet changes in legal requirements and, where necessary, improvements made to meet operational needs.
10. With the Operations Executive, will advise on and monitor the practical implementation of the Health and Safety policy. As and when Health and Safety regulations change, he/she will ensure that the relevant instructions are passed to staff at all levels.
11. Be responsible for monitoring the results of the Health and Safety Policy and, where necessary in consultation with the P.E.H&S Committee and Operations Executive, review its contents on a regular basis and making recommendations for presentation to the Governing Board.
12. Shall ensure that a copy of the Fire Drill regulations and assembly points is prominently displayed in all rooms and areas of the School.
13. Ensure that new employees are aware of the Health and Safety practices and procedures in the kitchen.

V. PRIMARY/SECONDARY LEADERSHIP TEAMS AND SUBJECT LEADERS

1. Ensure that in all schemes of work for pupils, arrangements are in place regarding the adequate information, instruction, training and supervision for Health and Safety matters.
2. Be responsible to the SMT via the Campus Health and Safety Officer for all matters relating to Health and Safety within their departments.
3. Ensure that all staff under their supervision receive instruction in their duties, regarding Health and Safety matters
4. Ensure they are aware of regulations, codes of practice and guidance notes appropriate to their specialists areas.
5. Be responsible for producing the departmental safety policy, defining safe working arrangements and bringing it to the attention of members of the department.
6. Check that everything received from suppliers – machinery, equipment, substances etc. - is accompanied by adequate information and instructions prior to use.
7. Report to the Campus Health and Safety Officer, Operations Executive and,

where necessary, the SMT, all problems, defects and hazards.

8. Ensure that a copy of the Fire Drill regulations and assembly points is prominently displayed in all rooms and areas for which they are responsible.
9. With the support of the Campus Health and Safety Officer, carry out regular safety inspections of the department. Priority must be given to the building, machinery, equipment, electrical appliances and risk assessments to include use of substances.
10. Report and, if appropriate, make recommendations to the Campus Health and Safety Officer on any practices, premises, equipment, etc. which gives cause for concern.

VI ALL STAFF

1. Are responsible for the implementation of the School's Health and Safety Policy in the performance of their duties.
2. Should familiarise themselves with the School's Health and Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.
3. Should conform to responsibilities laid down in their own departmental policy and safe working arrangements.
4. Should ensure that, where conditions apply, all pupils or persons under their supervision receive instruction and are provided with adequate on-the-job training to enable them to operate in a safe and efficient manner.
5. Should report to the Campus Health and Safety Officer and Operations Executive, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

VII LUNCHTIMES

1. Duty staff should ensure they are familiar with the Health and Safety Policy and use the agreed procedures if any Health and safety issues should arise.
2. All kitchen staff must work in accordance with the Health and Safety Policy.
3. All kitchen staff should be familiar with Czech legislation and implications as far as food hygiene is concerned.
4. The cleaning/kitchen staff should inform the Operations Executive of any potential hazards or defects.
5. It is extremely important that new employees are aware of the Health and Safety practices and procedures in the kitchen.

HEALTH & SAFETY REMINDER TO ALL STAFF

- **ALL ELECTRICAL EQUIPMENT** SHOULD BE CHECKED VISUALLY BEFORE AND AFTER USE AND ANY FAULTS REPORTED IMMEDIATELY
- **NO** ELECTRICAL EQUIPMENT SHOULD BE BROUGHT INTO SCHOOL FROM HOME.
- **DO NOT** STAND ON CHAIRS TO REACH OBJECTS – USE STEPS OR A LADDER.

RESPONSIBILITIES

<p>Governing Board and P.E.H&S Committee Overall policy to ensure a safe working environment for all staff and pupils. Responsibility under Czech legislation as employers. Implementation of the policy.</p>		
<p>SMT Implementation of the policy. Activating agreed procedures for reporting Health and Safety matters.</p>		
<p>Operations Executive Day to day management of Health and Safety matters. Link person from the school to outside agencies and Czech legislative procedures.</p>	<p>Campus Health and Safety Officer Day to day management of Health and Safety matters. Evacuation of buildings in consultation with SMT. Regular campus Health and safety checks.</p>	
<p>PLT, SLT, Subject Leaders Implementation of Health and Safety policy with regards to departmental matters. Instructing staff regarding department Health and Safety policies. Regular Health and Safety checks within department.</p>		
<p>Teaching and academic support staff Implementation of Health and Safety policy. Adequate safety training for all pupils.</p>	<p>Admin and support Implementation of Health and safety policy.</p>	<p>External providers Implementation of Health and safety policy including food hygiene.</p>

This policy will be monitored by the P.E.H&S Committee to ensure it is effective and will be reviewed and revised as necessary.

Agreed by staff:

Ratified by governors:

Date due for review: May 2018