



## **HEALTH AND SAFETY POLICY**

Review Date: September 2022

### **Policy Aim**

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

### **Policy Objectives**

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of suitable and sufficient risk management which enables innovation and learning

### **Policy Statement**

Monkshouse Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities. We will strive to meet and adhere to all Health and Safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

It is a requirement of Monkshouse Primary School that this policy and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Outlined within it is information regarding the organisational arrangements and procedures by which we will ensure that the policy is implemented.

Copies of the policy will be issued to all staff, governors, will be available on the website and on the 'G' drive. A hard copy can be requested from the school office.

## **ORGANISATION**

### **Responsibilities**

As a community primary school the employer is the Local Authority. However, whilst the LA is responsible as the employer to ensure compliance with health and safety legislation overall and final responsibility for health and safety lies with the Governing Body. Day to day responsibility for Health and Safety is delegated to the Headteacher.

### **Governing Body**

Are specifically responsible for ensuring that:

- A Health and Safety policy is prepared, implemented and reviewed to ensure it remains valid;
- Health and Safety standards are monitored;
- Actions are prioritised where resources are required;
- Health and Safety is an agenda item at Resource sub-committee meetings;
- A Governor is given specific responsibility for Health and Safety, who completes a Health and Safety walk once per term with findings being reported to staff, Resource Committee and Full Governing Body;
- The Governor with specific Health and Safety responsibilities, the Headteacher, School Business Manager and relevant staff receive Health and Safety management training where required;
- The Resource Sub Committee monitors relevant issues at their meetings which are minuted.

### **Head Teacher**

The Head Teacher is responsible to the Governing Body for ensuring that:

- The Health and Safety policy is implemented on day to day basis;
- Risk assessments are carried out and measures are implemented to control the significant risks and comply with Health and Safety legislation;
- The significant findings of the risk assessments are recorded;
- Health and Safety standards are monitored informally on a day to day basis keeping records of the findings and any actions required;
- Staff are aware of what is expected of them and that they are capable of dealing with the Health and Safety requirements of their work;
- Any problems with implementing and maintaining appropriate Health and Safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- Specialist help and assistance is obtained where necessary.

### **All employees, agency and peripatetic workers and contractors**

Are expected to:

- Cooperate with senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to the Headteacher or Business Manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

### **Pupils**

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given

- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have

## **PROCEDURES**

### **Fire Safety**

In accordance with our Fire Management Plans, all exits are marked and kept free of obstructions. Fire extinguishers and fire blankets are placed around the school (see appendix 2). Fire safety equipment is checked regularly and records of their visits are kept. The Premises Officer checks the alarm on a regular basis. Fire practices are held termly and recorded on the fire practice sheet. In the event of a fire, staff and children congregate on the playground at the back of the school, facing away from the school. Nursery children line up in the nursery playground (see appendix 1). The school has trained Fire Marshalls to assist with fire prevention, communication and evacuation. It is the responsibility of the senior staff member onsite to ensure that the fire brigade is called. The office staff will take the registers out to teachers to check as necessary. At the end of the day, when office staff may not be available yet there are children on site for out of school activities, the club leaders are responsible for registering the children in the event of an evacuation whilst staff registers/lpad should be removed from the front foyer.

### **Accidents**

First aid boxes are placed at strategic locations around the school. First Aiders are named for reference on staff lanyards and training is kept up to date. All accidents are recorded and monitored by the person administering the first aid on individual cards, kept in the first aid cupboard in LKS2. Notifiable accidents and incidents are recorded and passed to the LA as appropriate (PO3), keeping a copy in school. In the event of fatal, major or over 7day absences, reportable diseases and dangerous occurrences RIDDOR must informed.

Letters are always sent or parents contacted when children have a bump on the head or visible marks on their face.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover; otherwise a taxi must be used.

### **Reporting Hazards**

All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report. It will then be reported to the resource sub-committee.

### **Electrical Safety**

All staff are expected to visually check equipment before use, report damage, and remove from the area.

In addition, electrical appliances tested by the premises officer annually listing all tested and serviceable equipment.

Staff should note particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher. They should also refrain from leaving I-pad/phone chargers plugged in.

### **Control of Substances Hazardous to Health Regulations**

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboards are locked during the day and there is a key kept in the main school office. There is a COSHH folder in the office containing safety data sheets. Only chemicals purchased through the school accounting system should be used on the school site.

### **Legionella**

A legionella survey was completed in 2019 and regular testing, as recommended in the survey is undertaken at suitable intervals organised by Vinci. Staff should be aware that where taps are not used frequently, they should be run for 3-5 minutes before use whilst the area is being well ventilated. This prevents the growth of legionella bacteria which can then be expelled through the tap and inhaled by staff or children. Symptoms of legionella are:

- Headache
- Body ache
- Chills
- Fever
- Cough
- Shortness of breath
- Chest pain
- Gastrointestinal symptoms, such as nausea, vomiting and diarrhoea

### **Equipment**

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

Staple Guns: These are not to be used by children and must always be stored in a drawer when not in use.

Science and DT Equipment: Children are instructed in the correct use of this equipment and fully supervised when using tools.

Ladders: Working at height should only be undertaken when it is unavoidable, suitable equipment for working at height should be used and adequate training should have been undertaken. Several pairs of ladders are kept in school. These are checked by the premises officer and records kept. Teachers and helpers are advised to use step stools when displaying work. Health and Safety Executive safe working guidance for anyone requiring to work at height is available from the office.

PE Equipment: PE equipment and outdoor equipment is inspected annually by an outside contractor. Records are kept of these inspections.

Cookers: Children are fully supervised by an adult when using cookers. Staff are informed that nothing should be left on top of any cooker.

### **Lone working & violence and aggression**

A lone worker policy has been adopted in school and applies to anyone who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the school, or working outside normal school hours.

Lone working is deemed to be working in a situation where there are no other people who could reasonably be expected to give immediate assistance in the event of an accident or emergency.

### **Health and Hygiene**

#### **Covid-19 and infectious diseases**

Monkshouse Primary School will take all reasonable measures to ensure that children and staff are safe from infectious disease whilst in school. Government guidance will be followed to prevent the spread of any infection which could be harmful, with relevant risk assessments being completed to monitor the levels and establish suitable control measures to reduce identified risks. Where identified infections in school may effect pregnant staff or people with pre-existing medical conditions their risk assessment will be reviewed and recorded if the risk is sufficient.

#### **Notifiable diseases**

Details of notifiable diseases and periods of exclusion are kept on the wall in the main school office. The correct practice should be followed by using current government guidance.

Due to the harm to pregnant women, all staff should inform the Headteacher if they or anyone entering school is reported to have:

- Chicken Pox/ Shingles
- CMV (Cytomegalovirus)
- Group B streptococcus
- Parvovirus (slapped Cheek Syndrome)
- German measles/ rubella

Staff should inform the Headteacher in writing of any pregnancy or if they are breast feeding to ensure relevant precautions to protect mother and child can be made and a risk assessment can be completed.

#### **Medicines**

Any medication will be administered/supervised by a trained first aider. School will only administer medication following receipt of a parent consent form (see Medical Conditions policy). For any more complex medical needs a medical care plan will be drawn up.

#### **Smoking**

The Governing Body has adopted a no smoking policy within the school building and grounds.

## **Hygiene**

Initial responsibility for the monitoring of cleanliness of the building lies with the Cleaning Supervisor and Premises Officer. The Headteacher/School Business Manager will also monitor this.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis should be placed on hand-washing.

Due to the Covid-19 pandemic, good personal and hand hygiene will be encouraged throughout the school day to ensure a reduction in all infections.

## **Mental Health**

The wellbeing of staff within school is paramount and senior staff and line managers should respond to any concerns raised by staff. Support can be gained from HR department, Head teacher and also [Live Well - NHS \(www.nhs.uk\)](http://www.nhs.uk)

## **Animals in School**

No animals are to be kept in school. Occasionally, visits to the school may include bringing the animals in if so, appropriate safety measures are put in place.

No dogs are allowed in the school grounds.

## **Outdoor Visits**

These are considered a vital part of our work. Any outdoor visit is carefully researched, and preliminary visit made by the teacher. APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED using Evolve. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by the EVC and Headteacher.

In the case of residential visits appropriate paperwork and compliance assurances are sought from the provider and in addition to the EVC and Headteacher, consent is sought from the Governors and LA. When residential visits are organised parents are invited in to school to discuss the visit in detail.

## **Security**

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door. Outside doors at the school are closed once children have left the premises. Secure access doors prevent entry. Staff who remain in school late are advised to ensure that the front door is secure, yet accessible in event of a fire and they have a mobile phone available for emergencies. In the event of a child or a teacher is at risk of injury then a green card will be sent to the Headteacher /Senior Leader or office and they will act appropriately. Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.

## **Contractors**

All contractors are expected to report their arrival and departure to the office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher. Contractors should read and sign the asbestos book and fire evacuation information sheet before starting work. The school should receive assurance regarding competence of contractors. Additional advice is available from Vinci.

## **Lettings**

All bodies using the school building receive information which includes information about the location of the first aid box. They also have a contact number for the caretaker.

## **Staff and the Health and Safety Policy**

All staff, teaching and non-teaching, have access to the policy. New staff are given a copy and are required to confirm they have read it.

A signed paper copy of the policy is kept in the school office, a digital copy is kept on the G drive and also on the school website.

Staff are encouraged to attend health and safety courses as appropriate.

## **Management Practice**

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired
- Incidents are reported to the police and LA as appropriate
- Advice from appropriate sources will be sought when required.
- All staff are asked to be alert to suspicious activities.

## **Contingency Planning**

- A record is kept of all keyholders
- Computer back-up records are kept in a safe
- Evacuation Plans
- Termly fire practices are held
- The fire alarm is tested regularly
- Emergency lighting is checked regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The Headteacher is responsible for telephoning the police and/or fire service.

## **General Building Security**

- The boundary of the school is clearly defined
- The school has an intruder alarm
- The alarm system is regularly maintained by John Moore Security (through Vinci).
- The keyholders for the school are controlled (see keyholder list)
- Access to the building during school hours is restricted by the use of secure access door and padlocks on gates

- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

### **Security Outside of School Hours**

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- The school has CCTV
- Hirers of the school are advised to take account of security

### **Equipment/Money**

- Computer equipment is security marked and records are kept of serial numbers
- Laptops are kept in designated cupboards covered by the school alarm system
- I-Pads are kept in locked cases in a locked room with a security shutter at night
- Cash holdings are kept to a minimum
- The timing of bank visits are varied
- Money is not left unattended in the office

### **Health and Safety Policy Check List**

Have you got a copy of the School's Health and Safety Policy?

Do you know how to report an accident?

Do you know where the accident record cards are kept?

Do you know what the fire drill is?

Have you been made aware of any workplace hazards?

Do you know who to report to about any faulty equipment or anything which may cause injury?

Do you understand your responsibility towards health and safety?

Are you aware of the safety policy regarding doors?

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_

## Appendix 1

### Guidance on Fire Drill

#### Assembly points

**Main school** - playground at the back of the building. Gates between S/L unit and road will be opened to get round the outside of the building.

**Nursery** – in the nursery playground.

When the fire bell rings, please observe the following procedure:

- Leave the classroom or work area by the nearest exit, do not take bags with you.
- Encourage the children to move quietly and sensibly.
- Office staff will bring out registers and a list of children that have arrived or left since the registers were taken.
- A member of staff from each area of the school should check toilets etc. to make sure everyone is out of the building i.e. Foundation Stage/Library, KS1/corridor/SEN room, LKS2, UKS2 and office/staffroom and hand their sweep card to the person in charge at the assembly point.
- Close the doors behind you.
- Corridor doors are fitted with self-closing mechanisms that activate upon the fire alarm sounding.
- Assemble the children at your meeting point and line up facing the field. TA's to join their class. Reception children closest to the Reception play area.
- Count the children in your class, do not call your register unless your count is wrong. When all children have been accounted for, stand at the front of your line and hold your register in the air.
- Once staff are at the front of the lines they can be accounted for.
- Visitors should assemble after the eldest children
- Wait until you are given the signal to return to the building
- The caretaker will liaise between nursery and main school to ensure everyone is accounted for.

#### Important

Talk to the children about the procedure and stress that they must leave by the nearest exit and do not need to return to the classroom to put on coats etc.

### Manual Handling

When lifting think about:

- If you should be carrying the load on your own.
- Removing any obstacles or obstructions.
- Keeping the load close to your waist while lifting.
- Keeping the heaviest side of the load next to your body.
- Adopting a stable position when preparing to lift.
- Getting a good hold.
- Starting with a good posture – slightly bending your back, hips and knees.
- Avoiding twisting your back or leaning sideways.

- Keeping your head up once the load has been gripped securely.
- Moving smoothly – do not jerk the package up.
- Only handling as much as you can sensibly do.

### **Portable Electrical Equipment – Pre-Use Checklist**

All portable electrical equipment should carry an up to date PAT test label.

Pre-use checks should be carried out on portable equipment such as electric tools, garden & kitchen equipment, fans, irons, visual aid equipment, phone & laptop chargers, floor cleaners and extension leads to make sure they are in good condition.

#### **Pre-use checks should be carried out as follows:**

1. Switch off and unplug the equipment before you start any checks.
2. Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
3. Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector.
4. Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards
5. Check for burn marks or staining that suggests the equipment is overheating.
6. Check that any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.
7. If you are concerned about the safety of the equipment you should stop it from being used and report it to your manager or supervisor.
8. A RCD adaptor is used with outdoor electrical equipment (kept in Chris Pritchard's pigeon hole in staffroom).

# Appendix 2

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