



## Millfield Primary School

### Health and Safety Policy

### Procedures and Local Arrangements / Operational Controls

#### Introduction

This document is statement of the aims, principles and procedures for ensuring Health and Safety at Millfield Primary School.

The Staffordshire County Council Health and Safety Policy has been taken into consideration in the formulation of this policy.

#### Aims

To provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.

Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

#### Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon good management, vigilant supervision and the co-operation of everybody (pupils, parents and staff).

The governing body monitors and reviews the school Health and Safety policy through its Health and Safety committee by:

- considering the Head Teacher’s Health and Safety report every term which details any incidents, actions or issues.
- considering, with the Finance and Premises committee any improvement work that needs to be completed to rectify any Health and Safety issues.

*Policy devised by Mr. S. Kelly / Mrs J Amour in consultation with Wendy Sears (Local Authority Health and Safety Adviser) on 16<sup>th</sup> October 2014 – Revised and updated September 2017*

Signed..... Date .....

Mr S Kelly – Head teacher

Signed..... Date .....

Mr M Hall – Chair of Governing Board

Discussed and approved by Full Governing Body on Thursday 7<sup>th</sup> December 2017

*Millfield Primary School, Coleshill Street, Fazeley, Tamworth, B78 3RQ*

*Head teacher: Mr S Kelly*

## **Roles and Responsibilities**

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:-

Being fully aware of their own responsibilities for maintaining a safe and healthy environment.

Being familiar with all instructions and guidance of safety within the school.  
Using common sense at all times to take responsible care for their own safety and that of others.

Reporting any unidentified hazards to the Head Teacher without delay.

The Head Teacher and Governing Body work towards the school's Health and Safety aims by:-

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.
- Making regular inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing a school Health and Safety policy.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety policy of the school and the local authority and any other relevant codes of practice and legislation.
- Facilitating safety training for staff.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

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### **The role of the Head Teacher**

The Head Teacher has the role of Health and Safety co-ordinator and takes full responsibility for the day-to-day operations of the Health and Safety policy.

### **The role of teaching and non teaching staff**

All staff (teaching and non teaching) have the responsibility of promoting a culture of safety consciousness amongst children and are conscious of their responsibilities in taking reasonable care for their own safety and that of others and to follow correct procedures and local arrangements.

- Being good role models as regards health and safety matters – being responsible, careful and setting good examples as they go about their work.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessments are carried out before any off-site activities.

### **The role of pupils**

- Developing a growing understanding of health and safety issues.
- To conduct themselves around the school in line with our Behaviour Policy.
- Take responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

### **The role of parents**

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

### **The role of premises staff**

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are disposed of in accordance with the local authority policy.
- Maintaining a clean and effective boiler area.
- Maintaining a high standard of housekeeping.
- Reporting to the Head Teacher any problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with local authority Health and Safety representative to carry out regular inspections of school premises.
- To ensure that all premises site checks related to the premises are undertaken at agreed frequencies and that records of these checks are kept and maintained.

### **Developing a good health and safety culture**

- Health and Safety is a standing item on staff meeting agendas.
- There is a health and safety section on the staff notice board which is regularly updated.
- Regular staff memos contain regular updates on health and safety matters.
- Parent newsletters contain regular updates on health and safety issues.
- There is an established programme of personal and social education teaching within school designed to promote mutual respect, self-discipline and social responsibility of pupils.
- A programme of health education is followed within school. The school also holds regular healthy living weeks focused on the importance of good diet, exercise, etc.
- There is an established series of assemblies for pupils every term on the theme of Staying Safe. These assemblies look at all aspects of personal safety relevant to the time of year.
- Pupils have talks from the local fire service, police service and other agencies (for example – RNLI) regarding issues of safety.

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## **Millfield Primary School – Health and Safety – Procedures and Local Arrangements**

### **Accident Reporting, Recording & Investigation**

All minor pupil incidents (playground falls, grazes, cuts, bumped heads, etc.) which require treatment are recorded on pink accident injury form in the school office which is sent home to parents. Any incidents which require hospital treatment are recorded on appropriate accident form. All work related accidents are reported and investigated even if there is no injury (HSF 40 Accident Investigation Report Forms) and forwarded to Health and Safety team at the local authority. All accidents are investigated.

### **Asbestos**

The school has an asbestos manual identifying the location of asbestos in the school. The register is kept in the school office. As this is a hazardous substance no one must pin or fix anything into walls or ceilings without permission from the Head Teacher and after consultation with the register. Any suspected damage to asbestos must be reported immediately and the area isolated. Site technician and contractor must not complete any intrusive work to the building without reference to the register. Where there is any doubt asbestos team will be contacted for advice / survey to be taken.

### **Contractors**

Contractors will be selected from the approved list. In order to plan that they work safely and bring no risk to the school the hazard exchange form will be completed at pre meetings before work starts. Contractors will be monitored whilst on site. Any major works will be monitored by county council property services.

### **Curriculum Safety**

Where ever any curriculum activity involves risk a risk assessment will be completed by the class teacher after consultation with the head teacher. Approval for educational visit must be obtained before being booked. Risk assessments are completed for all educational visits and submitted to the head teacher.

### **Drugs & Medications**

The school has a detailed Medication Policy which contains full information regarding the administration of medicine in school and can be found in the policies folder in the school office. Mrs Amour and Mrs Jarman in the school office are responsible for administering and recording medications. If absent the head teacher / deputy head teacher will take responsibility for this.

### **Electrical Equipment (*fixed & portable*)**

Fixed wiring is inspected every five years by county council approved contractor and any remedial action taken. All portable items are PAT tested annually in September. Before using any piece of electrical equipment staff should undertake a visual inspection and take any damaged items out of use immediately. Sockets in Early Years classrooms are protected with socket covers. Any electrical equipment that is brought into school must be PAT tested or still under guarantee.

### **Fire Precautions & Procedures (and other emergencies incl. bomb threats)**

The school has a fire risk assessment that is reviewed annually by the Head Teacher. Emergency evacuations procedures are displayed in all areas of the school. A termly fire drill is held to practise these procedures. Fire alarm and fire fighting equipment is

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serviced regularly. Caretaker checks include emergency lighting, fire call points and location of extinguishers. Personal emergency evacuation plans will be developed where necessary for vulnerable pupils. All fire exits are clearly signed.

### **Fire Risk Assessment**

The fire risk assessment is completed annually by the Head Teacher and Premises Staff at the start of each academic year in September.

### **First Aid**

All staff have received paediatric first aid training which is renewed every three years. In the event of a medical emergency the member of staff dealing with the incident will make the decision to call for an ambulance. In these situations parents / carers will also be contacted immediately. A member of staff will always accompany a pupil in the ambulance if parents / carers are not able to come into school. HT and Office Manager have responsibility for ensuring that first aid boxes are checked and restocked.

### **Glass & Glazing**

Glazing compliance survey is completed by local authority and any remedial work as a result of this is completed. Any new glazing installed is complies with British Standard 6206.

### **Hazardous Substances (COSHH)**

The school ensures that a where possible no hazardous substances are stored on school property and that safer alternatives to such substances are used in school. Any substances which are identified as hazardous are store appropriately with risk assessments and data sheets completed. Site Technician has had training regarding hazardous substances and should be consulted if there are any doubts regarding such materials.

### **Health and Safety Advice**

The school has a Service Level Agreement with Staffordshire County Council for Health and Safety advice. As part of this SLA the school has its own Health and Safety Adviser (Wendy Sears) who provides support to the school on Health and Safety matters. The school also has access to the county council H&S Duty Officer (telephone - 01785 355777) for advice, support and assistance on health, safety and welfare matters.

### **Housekeeping, cleaning & waste disposal**

Entrust / Staffordshire County Council provide cleaning services to the school. The standard of these services are closely monitored as part of this SLA. Any spillages during the school day are cleaned immediately minimise risks of slips and falls. Warning signs are available in cleaning cupboards in KS1 and KS2 and in main reception. All rubbish is disposed of at the end of school day in external bins. These waste bins are secured in an area away from the main school building.

Snow clearance of main paths is carried out by premises staff. These clearly identified paths are kept gritted during cold icy weather (in accordance with gritting plan). Staff, pupils and visitors are reminded through newsletters, memos and the school web site to keep to these cleared gritted paths during periods of inclement weather.

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### **Handling & Lifting**

The school instructs all staff on the safe lifting and handling of items (on display in school staffroom). Site technician has attended manual handling training (May 2014). Any member of staff who undertakes significant manual handling receives the relevant specialist training. The school is proactive in reducing risk of injury through lifting – for example – specialist dining furniture, having all limited amounts of paper delivered each time. Specialist trolleys are available for transport of heavy items. Staff are directed to use specialist equipment to lift and carry heavy items.

### **Jewellery**

The school policy is that no jewellery (including earrings) should be worn during the school day. This is made clear in the school prospectus and in is also part of the school PE policy. Where earrings cannot be removed they should be taped up to prevent risk of injury.

### **Lettings/shared use of premises**

The school has a lettings policy which it shares with any organisation that lets the school premises. There is a risk assessment for use of the school hall which is provided to all users outside the school day. When the premises is used for fund raising events such as summer fairs there is consultation between the organisers and the head teacher and a full risk assessment of any activities provided.

### **Lone Working**

All staff are reminded of the need to follow safe practises regarding lone working and that no high risk activities should be undertaken whilst lone working. Staff are required to ensure that HT / Site technician / Janitor that they are working in the school building. Janitor always conducts checks of school building at the end of the school day.

### **Maintenance / Inspection of Equipment (including selection of equipment)**

All classroom equipment is visually inspected for damage before use. Any broken items are removed from the classroom. There are yearly inspections of fixed PE equipment in the hall and external play equipment by local authority contractor. New equipment is purchased through specialist school suppliers.

### **Monitoring the Policy and Results**

The Governing Body has a Health and Safety committee (as part of Finance and Personnel committee) which meets once every term and reports back to the full governing body. This committee receives a report about Health and Safety matters in the school, conducts visual tours of the school and discusses and approves any relevant policies. This committee monitors the school's health and safety performance through key performance indicators. There is a health and safety report in each term's Head Teacher's report to governors.

### **Poster on Health and Safety Law**

Poster on Health and Safety law is on display in the staff room. It is the Head Teacher's responsibility to ensure that this is updated and displayed.

### **Personal Protective Equipment (PPE)**

The school provides a budget (through Buildings Maintenance budget) to premises staff to purchase equipment to complete daily tasks (safety boots, overalls, etc.). Any member of staff who may require PPE to fulfil specialist tasks is able to request this after consultation with HT and office manager.

### **Reporting Defects**

Major defects are reported to HT immediately for action to be completed. Office manager has contact details for all local authority contacts who deal with urgent buildings and maintenance issues. Any minor defects are reported to site technician through defects book kept in school office. Premises staff date and record actions as well as any recommendations for further remedial work.

### **Risk Assessments**

Head Teacher and Office Manager have had an overview of the risk assessment process and monitor risk assessments as part of the completion of the self audit every January. The Head Teacher along with appropriate staff complete risk assessments (for example – PE coordinator for PE activities). These are kept in Risk Assessment folders which are kept in hard copy HT office and in school staff room and on the staff drive. Risk assessments are shared, discussed reviewed and updated (where appropriate) at staff meetings.

### **School Trips/ Off-Site Activities**

Permission for a school trip to take place must first be gained from the HT (Educational Visits Coordinator). Where the visit is to a location not previously visited by the school staff should make all reasonable effort to complete a prior planning visit. All school visits and off site activities must have a risk assessment completed. This risk assessment must show the staff / volunteers accompanying pupils on the trip and the ratio of adults to children. Head Teacher (Educational Visits Coordinator) will ensure that these ratios are appropriate.

Staff must take a first aid kit with them on any off site visit along with any medication required for particular children. All staff should have a mobile phone with them on any school trip and be contactable at all times. In the event of an emergency the member of staff should (after contacting emergency services if this is appropriate) immediately contact the school. The Office Manager / HT will then contact parents / carers.

### **Sick / Ill Pupils**

If a child complains of feeling unwell staff should initially monitor their condition and keep them comfortable depending on their symptoms. Sometimes getting some fresh air, and / or sitting quietly for 10 minutes settles the child and they may recover.

If a child is still feeling unwell they will be seen by a First Aider, (all teaching and non-teaching staff have had first aid training). Staff may also then choose to ask for a second opinion regarding the child's condition – for example from office staff. Staff will then decide whether parents should be contacted to inform them of the condition or whether a child should be sent home. The parents/carers will be contacted in the order they appear on the schools emergency contact list. In the meantime the child will be kept as comfortable as possible until a parent arrives.

If the member of staff considers the illness/situation to warrant immediate medical attention, emergency services will be contacted or the child will be taken directly to hospital and the carer or parent notified accordingly.

### **Smoking**

No smoking is permitted anywhere on school premises or school site. This is communicated through newsletters to parents and through staff induction a through appropriate signage.

### **Staff Consultation and Communication**

All staff is reminded of their responsibility to share any Health and Safety concerns with the HT and makes suggestions as to how Health and Safety can be improved. There is a Health and Safety section on the staff notice board where information can be found. Health and Safety is a standing item on the agenda of staff meetings.

### **Stress and Staff Well-being**

Any member of staff suffering from stress or health issues is encouraged to discuss these issues at any time if they wish with the Head Teacher or Deputy Head Teacher. At annual Performance Management reviews stress and work life balance are always discussed. The school has access to Occupational Health Services through an SLA with the local authority and details of the counselling services on staff notice board.

### **Supervision**

The school through the Head Teacher and Office Manager always ensures that staff pupil ratios are at the correct level and that all staff within school have the appropriate qualifications and are DBS checked. All volunteers are made aware of conduct through Volunteers Code of Conduct. Teachers are made aware that pupils must not be left unattended within classrooms. Lunchtime supervisors are made aware of their supervisory responsibilities through Lunchtime Supervision Policy and Procedures. Risk assessments for educational visits detail supervision ratios.

### **Training and Development**

The Health and Safety local arrangements detailed in this policy form part of any new staff briefing. When new staffs are recruited the school ensures that they receive the correct appropriate training. Health and Safety training needs are discussed at Performance Management reviews and can be raised by all staff at any time. Training needs for staff are identified through Health and Safety training matrix.

### **Use of Display Screens / DSE**

Staff with significant use of display screen use are reminded of the need to take regular breaks and report any health concerns. Staff with significant display screen use are reminded of their entitlement to eyesight tests and that the school will pay for eye tests if required. All DSE 'users' must undertake self-assessments every two years.

### **Vehicles on Site**

There are clearly defined car park areas with fencing to separate pedestrians from vehicles. Speed limit and cautions signs are on display at the entrance to the school.

A barrier to the school park is in operation from 8.00am to 4.30pm.

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### **Violence to Staff / School Security**

Access to the school for parents / visitors is through main reception which has a secure key fob entry system. Office staff have the responsibility for ensuring that all visitors sign in and out. All parents are regularly reminded of the need to only access the school building through main reception. The school has external fencing and gates which are locked at the start of the school day. The school has a policy on abusive and threatening behaviour in school. Any incidents of abusive or threatening behaviour are reported using the incident report form available in the school office.

### **Working at Height**

All staff are regularly reminded regarding the need to work safely at height and the danger of slips, trips and falls. This message is regularly communicated through staff memos and at staff meetings. Staff are prohibited from standing on chairs / desks to reach classroom displays. Step stools are available for use in the school and should be used to access displays, etc.

### **Water Hygiene**

Premises staff complete weekly checks and records on a monthly basis and ensure that these are appropriately recorded. The school has regular statutory water hygiene checks as required by the premises Water Hygiene Manual (located in school office). Any D1 notices identified by water hygiene checks are rectified as soon as possible. Weekly flushes of water are undertaken where required. Shower heads are cleaned and disinfected every three months.

### **Key Performance Indicators**

To measure Health and Safety Performance the school will monitor:

- That risk assessments are in place and are reviewed annually
- The incidents of injury and accidents within school in order to identify any trends. Relevant information will be shared with staff.
- Incidents of D1 notices and time taken to rectify these notices

### **Monitoring and review**

The governing body monitors and reviews the school Health and Safety policy through its Health and Safety committee by:

- considering the Head Teacher's Health and Safety report every term which details any incidents, actions or issues.
- considering, with the Finance and Personnel committee any improvement work that needs to be completed to rectify any Health and Safety issues.