

# Milton Primary School

## Health and Safety Policy



### Employer's Safety Statement

It is the aim of the school to provide a secure, safe and healthy learning environment for all pupils, staff and visitors to the school. The school is keen to promote best practice in all areas of health and safety. We regard this as a priority and aim to put the welfare of all pupils and staff at the centre of all we do.

The policy sets out our broad aims, individuals' responsibilities and the procedures and arrangements in place to ensure compliance with the Governing Body's statement of intent.

We aim not merely to fulfil the legal requirements on us but also where possible to seek continuous improvement in the safety of our workplace and in our activities. To achieve these aims, the necessary resources, professional advice and training will be provided, which will enable staff at all levels to fulfil their obligations and minimise health and safety risks.

In accordance with the Health and Safety at Work Act 1974:

1. The Governors recognise and accept their responsibility as the employer for ensuring, so far as is reasonably possible:
  - the health and safety of pupils and staff
  - the health and safety of visitors
  - the health and safety of contractors
  - the protection of others from health and safety risks arising from our activities
  - the provision of safe and healthy premises
2. No safety policy can be successful unless it actively involves employees. In relation to this the school reminds all employees of their own duties, under Sections 7 & 8 of the Act, to take care in their work for their own safety and that of other employees, for the safety of pupils and the public and to co-operate with the school authorities so as to enable them to carry out their responsibilities.
3. The school will take all steps that are reasonably practicable to fulfil its responsibilities, paying particular attention to Regulations made in the following areas:
  - management of health and safety, specifically via risk assessment
  - control of substances hazardous to health

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- first aid equipment, facilities and staff
  - fire precautions
  - maintenance of electrical systems
  - maintenance of the sprinkler system
  - personal protective equipment
  - use of display screen equipment
  - manual handling operations
  - working at heights
  - legionella
  - asbestos
4. In addition, there are vital areas such as road safety, educational visits, use of the facilities by external parties and sport, in each of which there can be a high degree of risk and in which the school's policies will have regard to guidance issued by the Local Authority or any other relevant bodies.
  5. Details of the responsibilities under this Safety Policy and the organisation and arrangements for carrying them out are set out below.
  6. The school will be responsible for the provision of competent technical advice on health and safety matters where this is necessary to assist those responsible and for the provision of information, instruction, supervision and training to enable all employees to recognise hazards and to contribute positively to the health and safety at work of themselves and others.
  7. A copy of this statement will be made available to all employees and staff will sign to acknowledge receipt on an annual basis. The policy will be reviewed annually and added to, if the need arises. The policy needs to be read in conjunction with the associated risk assessments and other relevant policies and procedures.

### **Organisation**

This section of the policy defines the positions and duties of those within the school that have responsibility for health and safety.

The Head Teacher has overall responsibility to the Governing Body for the management of the school

The nominated Governor is responsible, as far as is reasonably practicable, for

- ensuring that health and safety matters are regularly and appropriately reported and considered by the Governing Body
- ensuring that the Head Teacher and School Business Manager are actively developing and implementing health and safety policies and procedures
- advising the Governing Body of their responsibility and obtaining or authorising any professional assistance required

The School Business Manager is responsible, as far as is reasonably practicable, for

- strategic oversight of school safety policies and procedures
- strategic oversight of school risk assessments

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- liaison with Local Authority representatives
- liaison with Health and Safety Executive (HSE)
- liaison with designated Governor responsible for health and safety and all other Governors
- fire safety, as the designated “nominated person” as stipulated in Regulatory Reform (Fire Safety) Order 2005
- emergency evacuation procedures
- liaison with emergency services
- funding of health and safety and associated insurance matters
- personnel matters for all staff including the monitoring of illness, working arrangements and any necessary adjustments
- site security and workplace safety for staff, pupils and visitors
- monitoring of all incidents and accidents
- reporting of RIDDOR accidents
- legal advice and meeting statutory responsibilities
- conditions applying to the hire of the school premises
- traffic management within the school site
- staff eligibility to drive on school business
- use of vehicles in respect of the transportation of pupils
- ensure school visits are appropriately recorded and authorised
- effective communication of safety matters to all staff and visitors
- all training requirements for staff
- ensuring regular health and safety audits and fire risk assessments are carried out
- designation of trained first aiders
- preparing a termly health and safety report
- ensuring regular site and building inspections are undertaken
- analysis of accident and incident records
- provision and display of statutory notices
- management of fire alarms
- management of emergency lighting
- management of legionella testing
- fixed electrical wiring testing, gas boiler inspections and portable appliance testing
- ensuring the relevant personal protective equipment is provided for The Finance Committee
- forms an integral part of health and safety management at the school
- meets at least once a term with relevant personnel to discuss and review the effectiveness of the schools health and safety arrangements
- raises and discusses health and safety concerns that have not been dealt with through the routine reporting procedure
- has an important role in informing and consulting with all staff and ensures that the relevant information is made available

All employees are responsible for:

- identifying hazards and reporting them promptly to the School Business Manager, Caretaker or a Senior Member of Staff

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- avoiding all possible risks in working practice, considering the safety of themselves and others
- reporting promptly any violence at work, accidents, incidents or near misses using the Newport City Council Violence at Work and Accident or Incident Recording Form
- being familiar with this policy, fire precautions, evacuation procedures and with other safety rules or procedures applicable to them
- ensuring that they wear appropriate personal protective equipment and inform the School Business Manager if they require further equipment to safely undertake their role

### **Procedures and Arrangements**

This section of the policy defines the procedures and arrangements that are in place to ensure compliance with the Governing Body's Statement of Intent. A number of the arrangements in place for managing health and safety across the school have been covered in section 2: Organisation.

### **Consultation and Communication of Information Consultation**

The Finance Committee meets at least once every term with Health and Safety part of the standard agenda. The termly Headteachers report to the full Governing Body also contains health and safety information.

### **Communication of Information**

Information for staff is principally communicated by the following means:

- induction programme for new staff
- notices and committee minutes on staff health and safety notice boards
- announcements in staff meetings
- email
- staff pigeon holes
- training activities for staff

Information for pupils and parents is principally communicated by the following means:

- Fortnightly newsletter
- school prospectus
- announcements in class rooms and school assemblies

Health and Safety Law posters are displayed in the staffroom and on the health and safety board.

### **Raising Health and Safety concerns across the school**

- Any urgent issues should be reported to the School Business Manager (Mrs Gaynor Edwards) Senior

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Leadership Team (Mrs Corinne Burke, Miss Samantha Thomas, Mrs Julie Hodge) Caretakers (Mr Phillip Pask and Mr Paul Davies) or Administration office immediately. It is the responsibility of the employee reporting the concern to ensure that temporary arrangements are in place to safeguard the safety of employees, pupils and visitors.

- For any other concerns the school can be contacted by phone 01633 273505 or e mail [milton.primary@newport.gov.uk](mailto:milton.primary@newport.gov.uk)

### Emergency Procedures

Every member of staff must familiarise themselves with the emergency procedures that are in place across the school.

### Fire and Evacuation

- Fire safety practice and guidance are documented in the Fire Action Notices which can be found by all fire points
- Detailed evacuation procedures, registers and assembly points are distributed to all class teachers and displayed on the health and safety board
- Termly fire drills take place

### First Aid

- First Aid practice and guidance are documented in the First Aid Procedures
- There is a designated First Aid station and the names of Qualified First Aiders are displayed by the First Aid station and on the health and safety board

### Transport to hospital

- If an ambulance is required, call “999” and ensure the main Administrative office are aware of the accident and that parents / guardians are contacted immediately
- No pupil should be allowed to travel to hospital unaccompanied and a member of staff must be allocated in emergencies where parents cannot be contacted

### Violence at Work/Accident/Incident/Near Miss Reporting

- Violence at Work, Accidents, Incidents and Near Miss reporting procedures are documented in the Newport City Council Pro Forma
- Violence at Work, Accidents, Incidents and Near Misses are reported to the Governing Body on a regular basis (Termly via the Head Teacher report)
- Violence at Work, Accidents, Incidents and Near Misses are reported to the Health and Safety Executive in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995)

### **Gas Leaks**

- Any member of staff discovering a suspected gas leak should inform the Caretaker and a member of the Senior Leadership Team immediately
- A member of the Senior Leadership Team will make an informed judgement based on how strong the smell of gas is as to whether the building needs to be evacuated

### **Health and Safety Training**

- Health and Safety induction training will be provided for all new employees by a member of the Senior Leadership Team. The purpose of such training is to ensure all new members of staff have a sound understanding of the Health and Safety ethos of Milton Primary School and will understand the basic Health and Safety procedures in place
- An abridged version of the Health and Safety induction will be provided to temporary Agency staff
- Health and Safety training is available to all staff where the need is identified by an individual themselves or a member of the Senior Leadership Team
- Generic Health and Safety training will be provided in the following areas: First Aid at Work, Working at Height, Fire Awareness, Manual Handling, Health and Safety Monitoring

### **Inspection of Premises**

- A morning inspection of the premises is carried out daily by the Caretaker, and more detailed monthly and termly checks are also undertaken
- A monthly inspection of the premises is carried out by the School Business Manager
- Classroom inspections and the associated Risk Assessments will be carried out termly by the Class Teacher
- An annual inspection and Health and Safety Audit Report are undertaken by Newport City Council
- Any matters requiring action will be monitored closely by the School Business Manager in liaison with the Head Teacher
- Interim inspections may be carried out to monitor progress and compliance with any known requirements

### **Inspection and Testing of Plant and Equipment Statutory Inspections**

All plant and equipment requiring statutory inspection and testing (i.e. Fire Alarm, Ventilation System) will be inspected by appropriate contractors managed through Newport Norse.

### **Maintenance Contracts**

Are in place for all key systems including the Intruder Alarm and Security Access system

### **Portable Electrical Appliances**

- The annual inspection and testing of portable electrical appliances is carried out across the school via Contractors appointed by Newport Norse
- Full records are maintained with all tested items given an inspection label
- The School Business Manager should be informed of any additional electrical items that are introduced to the school so that the relevant inspection, testing and recording of the item can be undertaken

### **Equipment Maintenance – Classroom**

- Class Teachers are responsible in the first instance for ensuring that any equipment issues are identified and reported
- A Termly inspection of individual classrooms and equipment is undertaken by the Caretaker and any concerns identified to the School Business Manager

### **Equipment Maintenance – Physical Education**

Maintenance is carried out by external specialists, in accordance with regulatory requirements

### **Equipment Maintenance – Cleaning**

Annual inspections of the cleaning machinery are undertaken by external contractors arranged by the school

### **Equipment Maintenance – General**

It is the responsibility of the Caretaker under the supervision of the School Business Manager to ensure that regular safety checks are made in respect of all school equipment. Where necessary specialist contractors and maintenance advice is sought

### **Ladders**

The Caretaker is responsible for the monthly inspection of ladders and the reporting of any maintenance issues to the School Business Manager

### **Premises Management Supervision of Pupils**

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Arrangements for the supervision of pupils particularly during break and lunch times are detailed on the staff notice board and communicated via staff meetings and induction processes

### Security and Visitors

- All staff are provided with and are asked to wear a Milton Primary School staff identification badge
- Access to the school building is restricted and visitors report to the school via the main reception, sign in and out and are issued with a visitors badge
- All building contractors come under the supervision of the Caretaker or the School Business Manager

### Volunteers

An abridged version of the Health and Safety induction will be carried out for all volunteers who assist at the school or on school trips on an ad hoc basis and volunteers sign to acknowledge they have read and understand the relevant school policies and procedures. Volunteers will operate under the supervision of school staff at all times and under no circumstances will be left unsupervised with children or assist with toileting requirements. Further information in respect of Volunteers can be found in the Newport City Council Volunteers Policy which has been adopted by the school and contains specific requirements in respect of 'regular' volunteers.

### Student Placements

A limited number of Student Placements who are enrolled on recognised training courses will be accepted by the school. An Induction process is carried out and a full Disclosure and Barring Service check required.

### Vehicles on Site/Parking

- Access to the school site is available to Blue Badge holders and there are a limited amount of designated parking places available
- Deliveries are to be made onto the playground outside of the following times: 8.15am to 9.15am and 2.30pm to 4.00pm

### Building Maintenance

- General building maintenance is carried out by Newport Norse approved contractors
- Building modifications and structural changes are carried out in conjunction with Newport City Council
- All contractors must report to the Main Reception where they will be asked to sign the visitors' book, wear an identification badge and report to either the Caretaker or the School Business Manager
- The Caretaker or School Business Manager are responsible for monitoring areas where the contractors' work may directly affect staff and pupils and ensuring that the appropriate precautions are taken



## **Legionella**

- An external consultant is appointed via Newport City Council to regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the Health and Safety Committee (HSC) Approved Code of Practice and guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water systems.'
- All water outlets are 'flushed' weekly by the Caretaker and records maintained

## **Risk Management**

Risk Assessments are a legal requirement under The Health & Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999

## **Training**

A comprehensive step by step training guide is documented in Guidance on carrying out a suitable risk assessment in line with the Health and Safety Executive (HSE) Guidelines – Five Steps to Risk Assessment.

Periodic training is provided to members of staff.

## **Generic**

- Generic Risk Assessments are coordinated by the School Business Manager and discussed and reviewed with members of the Senior Leadership Team
- These generic documents address safety issues with regards to: security, lone working, traffic, classrooms, playground areas, cleaning and school trips
- All Risk Assessments are made available to staff and a copy of the appendix can be found on the Health and Safety Board.

## **Curriculum Activities**

It is the responsibility of the Class Teacher to ensure that any curriculum activities that fall outside the generic classroom activities are appropriately assessed and documented. This process will be supported by the School Business Manager.

## **Maternity**

Using the generic Maternity Risk Assessment as a starting point, a risk assessment will be carried out by the School Business Manager. This encourages reference to the specific needs of the individual member of staff, taking into account any aspect of their role that may increase the risk of harm to mother and baby.

## **Fire**

A Fire Risk Assessment is carried out by an external consultant every two years in accordance with the

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requirements of the Regulatory Reform (Fire Safety) Order 2005. Any resulting comments form part of an action plan, and an interim audit is carried out annually to monitor progress. Fire Evacuations are carried out at least once a term and recorded in the Fire Log book.

### **Hazardous Substances**

School risk assessments will identify hazardous substances and the appropriate control measures put in place and the necessary safety information documented.

### **Management of medicines**

The medical needs of children will be dealt with in accordance with the school Administration of Medication Policy.

### **Educational Visits**

Any educational visit will be organised in accordance with Educational Visits Guidelines.

### **Other Site Information**

- The school site is a smoke free environment and this applies to staff, visitors, contractors and community use
- No dogs are allowed on the school site with the exception of guide dogs

This policy needs to be read in conjunction with other school policies and procedures. Copies of all related policies, procedures and risk assessments are available via the School Business Manager. The policy will be reviewed annually prior to the start of the Academic Year and circulated to all staff alongside any other relevant information. Any interim concerns regarding the content of this policy should be communicated to the School Business Manager.