

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 responsibilities, in addition to that of the local authority 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
 - provision of work equipment
 - 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.

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. [In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body] At school level duties and responsibilities have been assigned to staff and governors as laid out below.

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

Is responsible for co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;

Ensuring effective health and safety management arrangements are in place

Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;

Ensuring consultation arrangements are in place for staff and their trade union representatives (where

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appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

The Governing Body is responsible for promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.

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
- 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

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- 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
- 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:

Application of the school's health and safety policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;

Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;

- identifying hazards and reporting them promptly to the School Business Manager, Caretaker or a Senior Member of Staff
- 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 Governing Body meets at least once every half term with Health and Safety part of the standard agenda. The half 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 Kirsty Dudley) Senior Leadership Team (Mrs Corinne Burke, Mrs Samantha Thomas, Mrs Emma Lee, Miss Lucy Phillips) Site Supervisor (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@newportschools.wales

Emergency Procedures

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

Fire, Evacuation, Inevacuation

- Fire safety practice and guidance are documented in the Fire Action Notices which can be found by all fire points.
- Detailed evacuation and in vacuation procedures, registers and assembly points are distributed to all class teachers and displayed in all rooms.

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- Termly fire drills take place.
- Annual lockdown drill.
- Emergency documentation shared on site and with Flying Start

First Aid

- First Aid practice and guidance are documented in the First Aid Procedures.
- All staff have received Emergency First Aid at Work training.
- There are designated First Aid stations and the names of Qualified First Aiders are: Mrs Marie Wells, Mrs Lara Shaw, Miss Leanne Jones.

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 (including accident investigation packs), 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 Newport Health and Safety who are responsible for reporting to HSE 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 contact Newport Norse.
- 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 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 via an

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induction leaflet.

- 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: Emergency First Aid at Work, Working at Height, Fire Awareness and Manual Handling. The Business Manager keeps a record of this on a training matrix document.

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 termly 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.
- 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.

Compliance 365 system is used to assist with the collation and storage of statutory maintenance records. The system is overseen by the School Business Manager. Remedial work identified as part of routine statutory inspections will be reviewed and brought to the attention of the Head teacher and Governing Body. Work is prioritised based on an analysis of risk.

See appendix for statutory testing schedule.

Maintenance Contracts

Are in place for all key systems including the Intruder Alarm and Security Access system, Grounds Maintenance and Cleaning. School have an SLA with Norse (Landlords agent) for all statutory inspections and testing.

Equipment Maintenance – Classroom

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- 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 of all physical education equipment (indoor and outdoor).

Equipment fixed playground

Inspection is carried out by RPII Inspector in accordance with regulatory requirements.

Equipment Maintenance – Cleaning

Annual inspections of the cleaning machinery are undertaken by external contractors (Norse).

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.

Only ladders conforming to EN131 trade / professional will be purchased.

Staff are responsible for visually checking ladders before use.

Premises Management Supervision of Pupils

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. Risk assessments have been completed for recreational breaktimes, these are kept in the risk assessment file in the school office. Staff are responsible for familiarising themselves with the information in the risk assessment and following the documented control measures.

Security and Visitors

- School ensures robust security measures are in place.
- School has completed an Emergency Responses Plan in line with local authority and national guidance for keeping schools safe.

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- The school has a safeguarding policy in place. Staff undertake regular training and promotes strong safeguarding culture amongst the school community.
- 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.
- All visitors are provided with a Health and Safety leaflet which includes information about safeguarding and emergency procedures at school.
- Risk assessments are undertaken identifying security risks. Findings are brought to the attention of the Head teacher and Governing Body. School staff are made aware of site security measures as part of staff induction and regularly at staff meetings.

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

- Traffic Management protocol in situ.
- 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

- Maintained tasks are completed by the site supervisor, under the direction of the Business Manager and Head Teacher

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- Where possible building maintenance is carried out by Newport Norse approved contractors. Where Norse or LA contractors are not used, the Headteacher and Governing Body are responsible for the selection and vetting of suitable 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, where required contractors are provided the Asbestos survey and asked to complete the declaration form. All contractors are asked to 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

Asbestos

- School ensure they comply with the Control of Asbestos regulations 2012 (CAR12) by ensuring they follow the LA's Corporate Asbestos Management Plan, which is signed by the Head Teacher. Key personnel are trained in Asbestos Awareness in line with the policy.
- All visitors and staff are made aware of the presence of asbestos during induction.
- Routine asbestos management, including adherence to the school's asbestos risk assessment, asbestos management plan, termly visual checks is delegated to the site supervisor. Any concerns of ACM's is reported to the school Business Manager and Newport Norse.

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.

The headteacher or business manager shares relevant information regarding health and safety matters via emails and staff meetings. Staff are asked to familiarize themselves with the information in risk assessment and make the headteacher and business manager aware of any hazards or concerns not identified or suitably controlled.

Training

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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.

Key staff have received training in the completion of risk assessments.

Generic

- General site risk assessments are coordinated by the School Business Manager and discussed and reviewed with members of the Senior Leadership Team.
- These risk assessment address safety issues including; security, lone working, traffic management, recreational breaks, cleaning and school trips.
- All Risk Assessments are made available to staff and can be found in the school office, risk assessments file.

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. Risk assessments include PE, forest schools, woodwork, science and art.

Educational Visits

Any educational visit will be organised in accordance with Educational Visits Guidelines. Risk assessment will be completed by the visit leader and approved by the Educational visit coordinator (EVC) before being authorised by the headteacher.

Expectant and Nursing Mothers

A risk assessment for expectant and/ or nursing mothers 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 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 complies with the Control of Substances Hazardous to Health COSHH 2002.

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

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Nurse cleaning services are responsible for COSHH risk assessments, relating to their working task.

Management of medicines

The medical needs of children will be dealt with in accordance with the school Administration of Medication Policy and LA's Health Care need Policy; where required a pupil risk assessment will be completed, documenting the control measures and emergency procedures in place.

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.