



Marden Primary Academy

Health & Safety Policy

incorporating:

- **Safety Rules**

September 2021

School Safety Officer / Head of School: **Ms Z. Evans**

Governor Responsible: **Mr M. Williams/Mrs J. McColl**

Date Approved by Directors: _____

Signed by Executive Headteacher: _____

Signed by Chair of Directors: _____

Next Review Due: **September 2022**

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1.0 General Statement of Policy

- 1.1 The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.
- 1.2 The Directors (Governors) recognise their responsibility under the Health, Safety and Welfare at Work Act (1974) and subsequent legislation, so far as is reasonably practicable, to:
 - a) provide safe systems of work, plant and equipment;
 - b) provide for the safe use, handling, storage and transport of articles and substances;
 - c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
 - d) provide a safe place of work with safe means of access and egress for all persons using the premises;
 - e) provide a safe and healthy working environment with adequate welfare arrangements;
 - f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- 1.3 The Directors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and have appointed a qualified health and safety officer.
- 1.4 The Directors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment where financial responsibility has been delegated to them.
- 1.5 The Directors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Directors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.
- 1.6 The School's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free environment. All employees and pupils will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.
- 1.7 The School also recognises and accepts its duty to protect the health and safety of all visitors to the School, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.
- 1.8 While the management of the School will do all that is within its powers to ensure the health and safety of its employees and pupils, it is recognised that health and safety at work is the responsibility of each and every individual associated with the School. It is the duty of each employee and pupil to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.
- 1.9 If anyone is unsure how to perform a certain task or feels it would be dangerous to perform a specific task then it is their duty to report this to their teacher or line manager. An effective health and safety programme requires continuous communication between all levels. It is therefore everyone's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

- 1.10 All injuries, however small, sustained by any person must be reported to a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
- 1.11 The School's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed and updated every 12 months. Audits will be undertaken at regular intervals with the outcome contributing to the review process.

2.0 Safety Personnel

- 2.1 Overall and final responsibility for health and safety in School lies with the Board of Directors but is monitored by the Assets Manager.
- 2.2 The person responsible for overseeing, implementing and monitoring the policy is the Head of School.
- 2.3 Class teachers are responsible for health & safety in their particular areas and staff must report any health & safety concerns to the Head of School.

3.0 Safety Representatives (Appointed by Trade Unions/Professional Associations)

- 3.1 The Health, Safety and Welfare at Work Act 1974 provides for the appointment of safety representatives by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the Directors should be informed of their appointment by the relevant union, not the school. (If the Directors are not informed in this way, the representative(s) may carry out their functions, but there will be no central funding for supply cost to cover their absence while they do so).
- 3.2 Union Appointed Safety Representatives may not act as School Safety Officers, though their expertise can be very useful, given the training that the unions provide.
- 3.3 Safety representatives have the right to:
 - a) Carry out termly inspections of the premises and submit a written report to the Executive Headteacher.
 - b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
 - c) Represent their membership to the Executive Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
 - d) Represent the staff/union membership on school safety committees.
 - e) Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed and their appointment notified to the Directors by the relevant trade union, safety representatives should receive time off with pay to perform their duties.

4.0 Communication & Information

- 4.1 The Executive Headteacher sees communication between staff at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of direct contact.
- 4.2 The Executive Headteacher will endeavour to communicate to employees his/her commitment to safety and to ensure that employees are familiar with the contents of the Health & Safety Policy and supporting documentation. Communication with employees may be orally, in the form of directions and statements, in writing, or in the form of directives and this policy statement.

4.3 The Handbook of Safety Information are kept in the Office and available at all times.

5.0 Educational Trips, Journeys & Visits

5.1 The school conducts off-site trips and journeys in accordance with the guidelines contained in the Herefordshire Council booklet "Off Site Visits and Guidance", which is kept in the Office and available online.

6.0 Co-operation & Care

6.1 All employees and pupils are expected to co-operate and to accept their duties under this policy. Disciplinary action may be taken against any employee or pupil who violates safety rules or who fails to perform his or her duties under this policy.

6.2 Employees and pupils have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the School.

6.3 All cleaning staff need to ensure that safe and correct working methods are followed at all times.

6.4 Any problems or defects noticed by staff in relation to school buildings, property or equipment and which pose a potential threat to the health and safety of the school community must be reported to the Executive Headteacher.

7.0 Safety Training

7.1 Safety training will be provided in respect of any potentially hazardous duties requested of staff. Where relevant, such training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned.

7.2 Any arrangements for health and safety training of existing or new staff will be dealt with by the Executive Headteacher, and appropriate staff training records will be maintained.

8.0 Risk Assessment

8.1 The Directors recognise their responsibilities to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the Health and Safety (First-Aid) Regulations 1981, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005 and the Display Screen Equipment Regulations 1992). A Risk Assessment Register is kept.

8.2 Risk Assessment will be carried out as required by suitably trained staff and reported to the Head of School who will document their findings in the Risk Assessment File.

8.3 Staff should ensure that resources are made available to provide any additional control measures deemed necessary as a result of risk assessments.

9.0 Workplace Inspections

9.1 An agreed workplace inspection regime will be established and maintained. Staff will be responsible for ensuring that inspections are carried out within their areas at the agreed intervals and using the standard inspection checklist and reporting form. Staff will be responsible for ensuring that any identified non-compliances are addressed and rectified.

9.2 Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

10.0 Work Equipment

- 10.1 It is the policy of School to comply with the law as set out in the Provision and Use of Work Equipment Regulations (PUWER) (1988) and the Lifting Equipment & Lifting Operations Regulations (LOLER) (1988).
- 10.2 The School will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.
- 10.3 Staff and pupils will be provided with adequate information and training to enable them to use work equipment safely.
- 10.4 The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.
- 10.5 All work equipment will be maintained in good working order and repair. Appropriate records will be maintained.
- 10.6 Staff and pupils will be provided with personal protective equipment adequate to protect them from dangers occasioned by the use of work equipment and as identified in risk assessments.
- 10.7 All work equipment will be clearly marked with health and safety warnings where appropriate.

11.0 Manual Handling Operations

- 11.1 It is the policy of the School to comply with the law as set out in the Manual Handling Operations Regulations (the key points regarding manual lifting and moving are summarised in Appendix 1).
- 11.2 Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- 11.3 All staff are reminded to adopt good manual handling techniques during their daily activities. If staff are unsure how heavy a load is, they should test to ascertain its suitability. If unsure, ask other staff members to assist with the load.

12.0 Display Screen Equipment [DSE]

- 12.1 It is the policy of the School to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations. The health and safety risks to DSE users (defined as persons using DSE equipment for more than one hour per day) will be reduced to the lowest extent reasonably practicable.
- 12.2 The possible risks associated with DSE usage include:
 - a) Potential epileptogenic effect from pattern and photo stimulation. The most vulnerable age group is 10 – 14 years old but can occur as a first attack up to 20 years.
 - b) Postural fatigue, if the workplace layout is not carefully considered.
 - c) Visual fatigue (“eyestrain”) – no person should use DSE constantly for more than 20 minutes before taking a break. Where such a complaint develops, a systematic investigation of the problems will be undertaken on an individual basis.
- 12.3 The School will conduct health and safety assessments of all workstations staffed by employees and will ensure they meet the requirements set out in the Schedule to the Regulations, including:
 - a) The illumination on the screen and the general lighting of the room will be carefully considered.
 - b) Excessive noise arising from ancillary equipment will be minimised.

c) The general ventilation of the room will be adequate to deal with heat given off by equipment.

12.4 All DSE Users, i.e. those who work for periods of 1 hour at a time or for 60% of their work time, are also required to undertake a self assessment of their workstation using the DSE Self Assessment checklist in the Health and Safety File. Any issues arising from this assessment should be initially directed to the Executive Headteacher.

13.0 Security

13.1 All visitors must report to the School Office before entering the school building.

14.0 Access and Egress

14.1 The clearance of ice, snow and leaves etc. and steps to prevent the obstruction of fire exits are the responsibility of the Cleaner In Charge.

15.0 Vehicles

15.1 Vehicles should only be parked in the car parking spaces provided. Exceptionally, vehicles delivering heavy or large loads to the school may use the playground, subject to approval of a responsible teacher and to the close supervision of children throughout the procedure. Vehicles should move only at a walking speed whilst on School grounds.

16.0 Flammable Substances

16.1 All flammable substances are stored as directed in the COSHH Risk Assessment file.

17.0 Control of Hazardous Substances

17.1 It is the policy of the School to comply with the law as set out in the Control of Substances Hazardous to Health Regulations.

17.2 The School will ensure that exposure to hazardous substances is eliminated where possible or, where this is not possible, minimised and adequately controlled. In general, hazardous substances are only used by the cleaners and locked in the cleaner's cupboard.

17.3 A risk assessment will be conducted of all tasks involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

18.0 Occupational Health & Stress Management

18.1 Staff can access the services of the LA Occupational Health Team who are currently based at Plough Lane, Hereford. This service covers a wide range of activities e.g. from advice on Work Related Stress to recovery from injury or illness.

19.0 Asbestos & Legionella

19.1 Suitable and sufficient surveys and assessments for the control of asbestos and legionella will be undertaken to ensure full legislative compliance. Resources will be provided to address any non-compliance identified and appropriate management plans will be introduced and maintained.

20.0 Blood-Borne Diseases

20.1 All staff should be aware of the County Councils' Information Booklet.

21.0 Medicines

21.1 These are kept in the Office or Sunshine Room (fridge) and dispensed by an adult as directed. A record is kept of all medicines administered.

22.0 Electrical Safety

22.1 All power and lighting circuits will be tested every five years by a competent person.

22.2 All portable electrical appliances will be tested annually by a competent person. New or temporary staff bringing their own portable electrical equipment on site must ensure that it is tested during their induction.

22.3 Full records of all electrical testing will be maintained.

23.0 Fire Safety

23.1 The School takes its fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised.

23.2 **Employees' Duties:** all employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that maybe introduced as a measure to protect the safety and well-being of staff, pupils and visitors.

23.3 **Communications:** Staff will be kept informed of any changes that are made to our fire safety procedures and fire risk assessments. We will also ensure that all visitors to our premises are briefed on emergency procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

23.4 **Procedures:** We have introduced the following procedures in order to maintain high standards of fire safety:

- A fire risk assessment has been undertaken and will be reviewed annually. However, more frequent reviews will be undertaken if there are any changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- A Responsible Person (the Executive Headteacher/Head of School) and Fire Marshals (where appropriate) have been identified.
- The fire drill and fire evacuation procedure will be practised once each term.

- Training will be provided as necessary.
- All staff will be provided with induction training on how to raise the alarm and shown the available escape routes.
- All escape routes will be clearly signed and kept free from obstruction at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices a defect or missing equipment, they must report it to the Head of School.
- Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Any other safety system will be checked regularly to ensure correct operation, e.g. emergency lighting.

23.5 **Fire Prevention:**

- All rubbish and waste material should not be allowed to accumulate. This material should be collected daily and placed in metal or other non-combustible containers, complete with close fitting lids.
- Stairways must be kept clear. No combustible material may be stored under any stairway.
- All fire doors must be unlocked whilst persons are on the premises.
- Fire notices detailing the action to be taken on the raising of the alarm should be prominently displayed in all rooms and placed on general notice boards.
- All combustible materials should be stored away from sources of heat.
- Highly flammable liquids must be stored in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002.

23.6 **Procedures in the event of a fire:**

1. On discovering a fire

- If you discover a fire raise the alarm immediately by dialling 999.
- If you feel it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, evacuate immediately. Ensure that no one is left in the room and close the door behind you.
- Ensure that you or a designated person has called the fire brigade.
- Play your part in any roll call so that you are accounted for.

2. If you hear the fire alarm

- Immediately leave using the nearest available fire exit.
- Report to the assembly point.
- If you are with a visitor, ensure they accompany you.

3. Person in charge

- Establish if it is a genuine fire or false alarm.
- Ensure that the fire brigade have been called.
- Liaise with the fire brigade on its arrival.

- 23.7 **Fire Detection Equipment:** Smoke detector fire alarms are located at strategic points throughout the School. Staff should ensure that they are aware of the positions of the 'alarm points' within their areas. Fire alarms and appliances are tested weekly by the Site Manager and a record of each test is maintained.
- 23.8 **Fire Fighting Equipment:** Fire extinguishers are located at strategic points throughout the School (generally by the exits). Only staff who are appropriately trained are to operate extinguishers.
- 23.9 **Fire Doors:** Fire doors designed to slow the spread of fire and smoke throughout the School have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.
- 23.10 **Fire Exits:** Fire exits are located at strategic points throughout the School. Exit doors and corridors must never be locked, blocked or used as storage space. Emergency lighting has been installed in some exit corridors, above emergency exit doors and throughout the School in case of power failure.
- 23.11 **Emergency Evacuation Procedure:** In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb alert), everyone must leave the building by the nearest available exit and assemble at the designated assembly point.
- 23.12 **Smoking:** Smoking is prohibited in all areas of the school and the school site, including the outside play areas and grounds as well as within the buildings.

24.0 Slips & Trips

- 24.1 Staff members are to be vigilant where the potential for slipping or tripping exists. If a defect or slip hazard is located, then staff members must report the hazard to the School Office immediately. Warning signs, remedial works such as a cone or tape can be arranged, and/or the substance can be cleaned and dried up.

25.0 Accident Investigation & Reporting

- 25.1 It is the policy of the School to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).
- 25.2 The School sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the person supervising. Accident records are kept centrally and should report:
- The circumstances of the accident
 - The nature and severity of the injury sustained
 - The identity of any eyewitnesses
 - The time, date and location of the incident
 - The date of the report
- 25.3 All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a trade union representative or work colleague present.
- 25.4 The completed report will then be submitted to and analysed by the Executive Headteacher who will attempt to discover why the accident occurred and what action should be taken to avoid any recurrence.
- 25.5 A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

25.6 The Executive Headteacher is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable. RIDDOR accidents to be reported to the Local Authority.

26.0 First Aid

26.1 A list of all qualified First-Aiders is held in the School Office and posted next to all first aid boxes.

26.2 First aid stations are located in areas where staff and pupils are concentrated in the School. All first aid stations are clearly marked and are easily accessible by all staff during all working hours.

26.3 The appointed First Aid person is responsible for the proper use and maintenance of each first aid station. This responsibility includes maintaining the First Aid box(es) in line with the guidance given in the Health and Safety File and controlling and maintaining any other First Aid supplies as may be kept separately.

26.4 A list of emergency telephone numbers of doctors and hospitals is available in the School Office.

27.0 Lettings

27.1 The School is responsible for the administration of lettings. The Executive Headteacher/Head of School will inform the leaders of groups who hire the School premises of the emergency exits to be used in the event of fire or similar emergency, and the location of First Aid services.

27.2 Lessees will be given a copy of the Health and Safety policy to ensure they are aware of the agreed information and procedures. Lessees will also be encouraged to report to the Executive Headteacher any deficiencies discovered which may endanger themselves or the premises.

28.0 Roles & Responsibilities

28.1 The Board of Directors (Governors):

- Have overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 and 3 of the Health, Safety and Welfare at Work Act 1974).
- Have responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under arrangements for the Local management of Schools.
- Have (or the school if it initiates building work) responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994.

28.2 The ***Executive Headteacher and Head of School*** are responsible for:

- The implementation of the School Safety Policy;
- The day to day responsibility for health and safety in the school;
- Ensuring that all members of staff are aware of, understand and fulfil their responsibilities to ensure a safe learning environment;
- Encouraging staff, pupils and others to promote healthy and safe practices in the school;
- Ensuring that sufficient resources are allocated to meet health and safety priorities;
- Advising the Governing Body of the need to review the School Safety Policy;

- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992, in all areas of significant risk for activities both on and off the school site;
- Ensuring that LA and DCSF guidance is followed for all school trips and visits;
- Ensuring that staff members receive appropriate health and safety training where necessary;
- Carrying out the annual Safety Audit and Inspection as required by the LA, and termly health and safety inspections in consultation with health and safety representatives and governors;
- Ensuring that all problems, defects or hazards affecting the health and safety of staff, pupils or other persons in the school are dealt with in a timescale commensurate with the risk they pose;
- Implementing emergency procedures, including evacuation in case of fire or bomb threats;
- Ensuring that adequate provision is made for the administration of First Aid;
- Ensuring that a log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents;
- Notifying the LA Health and Safety Officers of any serious accidents to pupils or any accidents to staff or other persons or any “near miss” (dangerous occurrence) situations, in accordance with the procedure laid down;
- Notifying the LA Health and Safety Officers of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action;
- Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly;
- Ensuring that specialist advice is sought as and when necessary;
- Facilitating the meeting of a School Safety Committee, if it is requested by approved trade union safety representatives, and for attending such meetings;
- Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses

28.3 The **Board of Directors**, through the Executive Headteacher/Head of School, are responsible for:

- Ensuring that the School’s Health & Safety Policy is implemented, monitored and regularly reviewed and revised as necessary;
- Establishing a committee for Health and Safety, and assigning responsibilities, including the designation of a Health and Safety Governor;
- Monitoring the allocation of funds based on effective and comprehensive risk assessments and ensuring that sufficient funds are reserved for meeting their Health & Safety responsibilities, in particular for the maintenance of those items or premises or equipment for which they have financial responsibility.
- Monitoring the school premises for either structural defects and/or non-structural (health & safety) maintenance needs and implementing relevant works. Ensuring that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities;
- The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school;
- Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health;
- Carrying out termly health and safety inspections in conjunction with the Executive Headteacher, following guidance provided in the Health and Safety File;

- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced;
- The adoption of safe working practices by staff and pupils, and by contractors when on site;
- Ensuring that all staff receive supervision, instruction and training where appropriate to their duties and responsibilities;
- Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the Local Authority and contracting organisations;
- Evaluating the measures taken to minimise or eliminate risks and hazards;
- Ensuring that there is designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day;
- Ensuring that hirers are aware of their duty to provide evidence of insurance cover for their activities;
- Taking all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then the organiser of that activity, even if an employee, must comply with the requirements of the policy).
- Reviewing and updating this policy on an annual basis or more frequently as may be required by regulatory changes.

28.4 **All Staff** are responsible for:

- Ensuring that they are familiar with and comply with the Health and Safety Policy and all safety regulations laid down by the Board of Directors;
- Taking reasonable care for their own health and safety, and that of others who may be affected by their actions;
- Only using equipment that they are competent to use and following instructions when using any machinery, equipment, dangerous substance or safety device;
- Making regular safety inspections of their areas of work and reporting to their line manager any danger to health and safety, whether serious and immediate or not;
- Reporting to the Executive Headteacher any defects, incidents (including verbal or physical assaults) and problems affecting the health and safety of themselves, their pupils, other staff or any other person;
- Co-operating with their employer to enable him/her to comply with the requirements of the Health, Safety and Welfare at Work Act 1974;
- Taking an active interest in promoting health and safety and suggest ways of reducing risks.

28.5 **The Cleaner In Charge and Health and Safety Officer** is responsible for:

- Ensuring that s/he is familiar with and complies with this Health and Safety Policy. S/he should also be familiar with the LA's Group Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information");
- Bringing to the attention of the Head of School any problems or defects affecting the health and safety of any person on the school premises;
- Bringing this Health and Safety Policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, insofar as it affects the work of those persons (e.g. in use and storage of equipment and materials);

- Ensuring that any staff under his/her direct control (i.e. non-contact staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use;
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. manufacturer's data sheets for COSHH assessments to be carried out);
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction;

Note: this will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work.

- Ensuring that due warning is given of any cleaning operations that could constitute a hazard to other users of the premises (e.g. signs to warn of slippery floors, uncleared ice or snow etc.);
- Informing the Executive Headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor);
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out);
- The safe use and maintenance of all plant and equipment (e.g. boilers,) and the safe use and storage of all materials used for that maintenance (e.g. boiler de-scalers).

28.6 **All Pupils & Visitors to the School** will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

29.0 Building Repairs and Contractors (including extensions and new buildings)

- 29.1 The school will receive a copy of the contract placement which will indicate the contractor's name and address, the work to be undertaken and the name of the supervising representative of the County Property Officer.
- 29.2 Where possible the supervising officer and the contractor's representative will consult the Executive Headteacher as to the arrangement of work, the siting of the equipment, materials etc. before work commence. This particularly applies to the potential for uncovering Asbestos during building repairs or upgrading. The procedures contained within the LA Asbestos Manual should be followed.
- 29.3 After commencement of work, the contractor should consult with the Executive Headteacher on a regular basis to ensure that the work in progress does not interfere with the normal school work or endanger employees and pupils/students on the premises.
- 29.4 Only in extreme cases, where there is immediate danger should the Executive Headteacher request the contractor to cease work.

30.0 Monitoring & Evaluation

- 30.1 The Executive Headteacher or Head of School will report on a termly basis to the governing body or to the Health and Safety Sub-Committee. The report will provide a strategic review of health & safety within the School and address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. It will also review any accidents, incidents or legislative breaches, the outcomes of inspections and audits, progress with risk assessments, any proposed changes to health & safety arrangements and any health & safety concerns which cannot be resolved via normal line management.
- 30.2 The Board of Directors will evaluate these matters and determine what if any actions should be taken.

APPENDIX 1

Safety Rules:

General

1. Everyone should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All shall immediately report any unsafe practices or conditions.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the premises.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to undertake tasks that might jeopardise the health and safety of that person or any other person.
6. No one shall adjust, move or otherwise tamper with any electrical equipment in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that it does not constitute a hazard.
8. No one should undertake a task which appears to be unsafe.
9. No one should undertake a task until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to the delegated representative.
11. Everyone should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their supervisor.
12. Tasks shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No one should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All employees are expected to attend safety meetings.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.

Equipment Maintenance

1. School equipment only to be used by qualified and authorised personnel. It is the responsibility of the Executive Headteacher to determine who is authorised to use specific equipment.
2. It is the responsibility of all to ensure that any equipment they use is in a good and safe condition. Any equipment which is in any way defective must be repaired or replaced.
3. Staff and pupils are prohibited from using any piece of equipment for any purpose other than its intended purpose.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. No one should attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

APPENDIX 2

Named individuals in the organisation of the policy

Executive Headteacher Mrs E Orton

Head of School / School Safety Officer Ms Z Evans

Assets Manager Mr S Morehead

Teaching and other staff
Mrs E Orton
Ms Z Evans
Mrs S Plumridge
Miss L Phillips
Miss A Roberts
Miss H Rogers
Mrs M Flynn
Mrs M Morgan
Mrs S Laverick
Mrs M Haynes
Mrs E Beecham
Mrs H Davies
Mr A Girolami
Mr J Webb
Mrs Z Beecham

School Business Manager Mrs S Williams

School Administrator Mrs E Beecham

Cleaner In Charge Mrs S Littlewood

Cleaner Mrs L Corrick

First Aiders
Mrs S Laverick Mrs M Flynn
Mrs E Beecham Miss H Rogers
Mrs Y Morgan

Lunchtime supervisors
Mrs M Haynes Mrs S Littlewood
Mrs S Laverick Mrs Y Morgan
Mrs M Flynn Mrs L Corrick
Miss H Rogers

APPENDIX 3

Marden Primary Academy
VISITORS BOOK

Welcome to our school

As a visitor you have a legal responsibility to care for your own and others health and safety.

If the fire bell rings, leave the building by the nearest exit and report to the assembly point on the playground at the rear of the building.

Please wear a lanyard at all times whilst on the school premises and remember to return it to the office before leaving the school.

We would like to make you aware of our mobile phone policy while you are visiting us. The use of mobile phones is strictly prohibited on school site and we ask that you switch your phones off during your visit. If you need to take or make a call while you are in school, please ask Mrs Beecham, who will be able to find you a suitable place.

The taking of photographs on mobile phones is
STRICTLY PROHIBITED.

Please note that you are required to sign in and out of the building.

Thank you for your co-operation.

APPENDIX 4
MARDEN PRIMARY ACADEMY

FIRE PRACTICE PROCEDURE

Fire practices take place as soon as it is practical at the start of a new term.

These dates are entered into the diary by the Health & Safety Officer at the beginning of the school year.

Pre-school is notified of these dates by the Health & Safety Officer. They arrange their own system of dealing with evacuation of the building.

The School Administrator arranges to set off the alarm.

1. Bell rings
2. Children walk through nearest exit in silence and line up in classes in year groups at far end of Netball Court. If children are already outside taking part in Forest Schools, PE or outdoor learning activities then children to join the rest of the school on the playground.
3. Teachers close classroom doors and supervise children to lines.
4. Teachers check that all are present.
5. In the event of a child/ren missing, report name(s) to Head of School.
6. In the event of a whole class missing from the line up, Head of School to recall classes from outdoor areas as they may not have heard the alarm.
7. School Administrator brings out the child absence list, parent helper, visitor register and Daily Late Register and joins the rest of the school outside to complete checking.
8. Head of School or School Administrator checks that toilets are empty, if the School Administrator is not on premises then Head of School collects all the logs and registers, then joins the rest of school outside, checking that all doors are shut on leaving the building.

In the event of a real fire:-

1. The first person to discover the fire breaks glass, releasing alarm button, at the nearest point. See map.
2. Everyone vacates the premises, ensuring the safety of the children, following the usual fire practice procedure.
3. The Head of School or Executive Head will meanwhile take appropriate action.

Fire Procedures

The following people are responsible for maintaining records in the red Fire Alarm Systems Log Book, which is stored in the Office.

N.B. It is essential that EACH event in BOLD lettering must be fully recorded in the Log Book by the person responsible.

School Administrator (Mrs Liz Beecham) and H and S Officer (Ms Zoë Evans)

- **Test Fire Alarm every week** - same time, same day, different call point. State time and day on Staffroom Notice Board so that visitors are aware when test takes place.
- **Enter 3 Fire Drill dates in Office Diary** - annually in September. Make practices as near the beginning of each term as possible and inform Pre-school of our intended practices.
- **Organise Fire Drills:-**
 - Autumn Term - Straightforward drill.
 - Spring Term - Block an escape route.
 - Summer Term - Block a different escape route.Remind **all** staff (beginning of the school year) to read their documents:-
 - *Fire Practice Procedure*
 - *Fire Emergency Plan*
 - *Procedures for Maintaining a Safe Environment with regard to Fire.*These documents provide written training for all staff in fire safety. These can be found in the training file in the Staffroom.
- **Check Fire Extinguishers** - every week.
- **Test Smoke Detectors** - every week.

Cleaner In Charge (Mrs Stella Littlewood)

- **Checks of torches** - once a month (at the same time as the outdoor play equipment is checked).
- **Electrical Appliance Tests** - annually (by independent electrical company).

Officials from the Fire Service

- Fire Alarm Servicing
- Emergency lighting tests, services & checks
- Servicing & testing of the fixed fire installations provided.

APPENDIX 5

STAFF HANDBOOK - Please read carefully.
BEFORE SCHOOL

All staff to park on the roundabout in order to leave spaces nearest school for parents/guardians. Children riding bikes to school should wear cycle helmets, children under Y6 should be supervised. Bikes/scooters to be taken round back of school, dismount at curb and wheel round back. No toys/football before school. School gate is opened at 8:50am by a member of staff and locked at 9:00am. Mrs Morgan to cover the teacher on duty in their classroom. All children to enter school via the school gate then their own external classroom door.

REGISTRATION

Parents are asked to ring/send a message to school by 9:30am on first day of absence. Register takes place at 9:00 am, anyone arriving later than 9:00am should report to the office, registers are closed at 9:30am. If no message has been received, the administrator will phone the emergency contact number to ascertain the reason for child's absence. If no acceptable reason is given after the child's 3rd day of absence, this will be followed up officially. Register takes place at 1:00pm every afternoon.

MORNING PLAYTIMES - 10:35-10:50am

Children are encouraged to use the toilet before going out to the playground. They must ask permission to come inside during playtime. Bell to be rung in the practical area and then taken outside to be rung at the end of play. Staff to leave staffroom promptly to participate in skipping activity. Skip2bfit daily from 10:50am - 10:55am. All children line up in their classes on the playground. All classes to enter the premises by external classroom door.

KS1 fruit to be organised by KS1 teachers.

Mrs Littlewood to bring milk crates to practical area and KS2 'monitors' to deliver to classrooms. KS1 fruit and milk time is supervised in classroom at 10:30am, KS2 drink milk outside at picnic bench area and KS2 fruit is eaten during playtime. Poor behaviour on the playground should be dealt with by the adults on duty in the first instance. If a serious incidence occurs, the child is sent to a senior member of staff and the class teacher informed.

AFTERNOON PLAYTIME

Classes 1 and 2 to take playtime at teachers' convenience.
Classes 3 and 4 occasionally at teachers' discretion.

WET PLAYTIME

Break

Class 2 to join Class 1 for a Numberblocks episode.
Class 4 to join Class 3 for Newsround.
One adult to supervise in Class 1 and one adult to supervise in Class 3.

Lunch

Class 1 to join Class 2 for wet play activities.
Classes 3 and 4 to be evenly spread across the library, practical area and Class 4 for wet play activities.

One adult to supervise in Class 2 and one adult to supervise Classes 3 and 4.

ACCIDENTS ON PLAYGROUND

Qualified first aiders to be called on in turn - Mrs Laverick Mrs Morgan
Mrs Flynn Miss Rogers

Mrs Beecham to be called upon if no other first aiders are available.

LUNCHTIME ORGANISATION

Children order school meals or bring packed lunch. Parents to order school meals online with AiP.

8 tables set up before 12:00pm by the lunch time supervisors. 12:00pm Classes 1 and 2 are met in the hall by the lunch time supervisor. Miss Rogers to supervise in hall. Toilet and hand washing before entering hall.

12:15pm - Mrs Flynn (Mrs Haynes on Mondays) to be outside promptly to supervise Class 4. Class 3 to go into the hall.

12:20pm - Miss Rogers to leave the hall with those children who have finished and take them outside. Once outside, Miss Rogers rings the bell for Class 4 to go into the hall for their lunch.

12:30pm - Duty swap - Mrs Laverick and Mrs Morgan to supervise the playground until 1:00pm.

Any leftover packed lunch food will be taken home, apart from messy items such as yoghurt.

1:00pm end of lunchtime bell to be rung in the practical area and then taken outside to be rung at the end of play. All children line up in their classes on the playground. Staff to leave staffroom promptly to collect children off the playground. All classes to enter the premises by external classroom door.

If a trip has been planned then the class teacher must ensure that lunchtime supervisors have organised cover for themselves. Mrs Haynes will be asked to cover any lunchtime supervisor absences where possible.

END OF DAY - 3:00pm (Classes 1 and 2) and 3:05pm (Classes 3 and 4)

All classes are dismissed from the school gate by teacher when parent/carer has arrived. Any child who has not been collected by 3:15pm should be sent to the library. Class teacher to ensure that they are not left unsupervised. Children going to Afterschool Club with Paula are to wait in the practical area to be collected.

MISC

Weekly planner - put up by Mrs Beecham every Friday for the following week, please add details if necessary. Other half of board for daily notices.

Children are only allowed in a classroom when supervised.

All staff must contact Ms Evans via a phone call between 7:00am and 8:00am if they are unwell and unable to attend school. Ms Evans will let the relevant staff members know.

After you have notified us on your first day of sickness you do not need to contact the school again until 2:30pm the day before you are fit to return.

Staff absences need to be noted on the weekly plan so arrangements can be made.

Skip2bfit - daily

ASSEMBLIES (Swimming Tuesday Autumn Term & Wednesday Spring Term)

Monday 11:00am Miss Roberts - Jigsaw

Tuesday 9:05am Mrs Plumridge - Bible Stories

Wednesday 11:00am Miss Phillips - Story Time
Thursday 11:00am Ms Evans - Singing
Friday 11:00am Ms Evans achievement assembly

TEACHING STAFF MEETING

Weekly Wednesdays 3:15pm (Mondays when Liz O requests)

NON-TEACHING STAFF MEETING

Termly - Wednesday assembly time.

SAFEGUARDING

Zoe Evans is the designated Child Protection coordinator. If any adult working in the school suspects that a child may be a victim of abuse, they must immediately inform Ms Evans/Mrs Beecham about their concerns. All information relating to individual child protection issues are confidential. We require all adults employed in school and adults working voluntarily in the school to have a DBS check (formerly CRB).