

Health & Safety Policy



Mansbridge Primary School

Approved by	Approved by Governing Body
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INTRODUCTION

This is a Statement of Organisation and Arrangements (Code of Practice) for Mansbridge Primary School. It is meant to be used in conjunction with Southampton City Council's Generic Health and Safety Policy. It is also used in conjunction with the fire evacuation plan, Child Protection and e-safety policies, staff handbook and school emergency and disaster recovery plan.

The City Council delegates to the governing bodies and headteachers the duty in expending the school's budget share, to take the necessary actions to comply with health and safety legislation. However it cannot delegate its corporate legal responsibility under the "Health and Safety at Work Act etc. 1974" and Regulations made under it. It should also be remembered that staff at all levels have individual responsibility under Health and Safety legislation.

(Please see the SCC Headteacher's and School Governor's Handbook to Managing Health & Safety in Schools, v2, 2021).

Schools will operate within the Council's health and safety policies including Safe Working Procedures but with the delegation of powers under this scheme, governing bodies and headteachers will need to take positive action to ensure that Health and Safety is adequately managed within school premises and on school organised trips.

This statement deals with those aspects over which the Head has control and covers safety associated with the building structure, fixed equipment, and services for which other officers of the authority also have responsibility; it describes how the Head is discharging his/her responsibilities in respect of pupils, visitors, and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

The aim of the statement is to ensure that all reasonable steps are taken to secure the health, safety and welfare of all persons using the premises:

1. To establish and maintain a safe and healthy environment (including e-safety) throughout the school
2. To establish and maintain safe working procedures among staff and pupils.
3. To make arrangements for ensuring safety and absence of risks to health in connection with the use, storage, and transport of substances
4. To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when required

5. To maintain a safe and healthy place of work and to ensure safe access and egress from it
6. To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
7. To lay down procedures to be followed in case of accident
8. To provide and maintain adequate welfare facilities.

MANSBRIDGE PRIMARY SCHOOL

STATEMENT OF INTENT

1. Mansbridge Primary School (The School) recognises and accepts its health and safety duties and responsibilities under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, for providing a safe and healthy working environment for all its employees.
2. The School will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of.
 - (i) A safe place of work, and safe access to (and egress from) it.
 - (ii) A healthy working environment.
 - (iii) Plant, equipment, and systems of work that are safe.'
 - (iv) Safe arrangements for the use, handling, storage and transport of articles and substances.
 - (v) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - (vi) Risk assessments with appropriate preventative and protective measures to eliminate or significantly reduce workplace hazards.
3. Without detracting from the primary responsibilities of managers and supervisors for ensuring safe conditions at work, Southampton City Council will provide competent technical advice on safety and health matters where this is necessary to assist management in its task.
4. No safety policy is likely to be successful unless it actively involves employees themselves. The School will therefore co-operate fully in the appointment of safety representatives by recognised Trade Unions and will provide them where necessary with sufficient facilities and to carry out this task.
5. The School will provide so far as is reasonably practicable, safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from the School's work activities.

MANAGEMENT RESPONSIBILITIES

6. The Head teacher and Chair of Governors are responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.
7. Members of the management team are responsible for the health, safety and welfare policy and programme, and for ensuring that responsibilities are properly assigned, accepted and fulfilled at all levels, and that such arrangements are notified to all employees.
8. It is also the responsibility of all levels of management to give to persons not being employees who may be affected by the School's activities, information on matters that might affect their health and safety.

EMPLOYEE RESPONSIBILITIES

9. It is the duty of all employees under Section 7 of the Health and Safety at Work etc. Act and Regulation 14 of the Management of Health and Safety at Work Regulations 1999, to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions.

Every employee must.....

- i. Comply with all safety instructions.
- ii. Co-operate with the School so as to enable it to carry out its own responsibilities successfully.
- iii. Not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.

11. LETTINGS/HIRERS OF SCHOOL PREMISES

(To be read in conjunction with school Lettings policy)

The Governors and Headteacher must ensure that:

1. The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

During the hours that pupils are on site all gates must be kept locked, except for arrival or departure times when a member of school staff must be on the gate whilst open.

The Site Manager has day to day responsibility for ensuring gates are securely locked during the school day and that the site is secure when not occupied.

THE HEAD

The ultimate responsibility for all school safety organisation and activity rests with the Head, who shall: -

1. Be the focal point for day to day references on safety and give advice or indicate sources of advice
2. Co-ordinate the implementation of the approved safety procedures in the school
3. Maintain contact with outside agencies able to offer expert advice
4. Report all known hazards immediately to the authority and stop any practices or the use of tools, equipment etc. he considers to be unsafe, until satisfied as to their safety
5. Make recommendations to the authority for additions or improvement to plant, tools, equipment etc., which are dangerous or potentially so
6. Make or arrange for checking of premises, places of work, and practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations
7. Review from time to time:
 - The provision of First Aid in the school
 - The emergency regulations and make recommendations for improving the procedures
8. Review regularly the dissemination of safety information
9. Recommend necessary changes/improvements in welfare facilities
10. Inform the Governors from time to time of safety procedures of the school

ALL EMPLOYEES

In order to comply with the Health and Safety Act 1974 and to ensure that responsibilities to pupils and other visitors are carried out, all employees are expected: -

- To know the special safety measures and arrangements to be adopted in their own working area and to ensure that they are applied
- To observe standards of dress consistent with safety and/or hygiene
- To exercise good standards of housekeeping and cleanliness
- To know and apply the emergency procedures in respect of fire and First Aid

- To use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- To co-operate with other employees in promoting improved safety measures in their school
- To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety executive or the Public Health Authority

CLASS TEACHERS

The safety of pupils in classrooms is the responsibility of the class teacher. Teachers have traditionally carried responsibility for the safety of pupils when they are in charge.

If for any reason such as the state or condition of equipment or the room, a teacher considers that he cannot accept this responsibility, s/he should discuss the matter with the Head before allowing practical work to take place.

Class teachers are expected:

- To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare, lock down and first aid, and to carry them out
- To know and apply any special safety measures to their own teaching area
- To give clear instructions and warnings as necessary
- To follow safe working procedures personally
- To call for and use protective clothing, guards etc. as necessary
- To make recommendations to Headteacher on all aspects of concern.
- It is the responsibility of the class teacher to make sure the classroom is secure, the windows closed and equipment switched off before they leave the premises

PUPILS

The pupils are expected:

- To exercise personal responsibility for the safety of self and class-mates
- To observe standards of dress consistent with safety and/or hygiene
- To observe all the safety rules of the school and in particular the instructions of teachers given in an emergency
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety

VISITORS

Regular visitors and other users of the premises, (e.g. delivery men from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. All visitors should sign in and out of school. On arrival they will be given a badge on a lanyard denoting they are a Visitor. Fire evacuation procedures are noted in the fire safety management policy. Evacuation procedures are noted in a Health and Safety advice leaflet given to visitors or contractors (usually the first time they visit the school).

GOVERNORS

Governors Liability

The SSAF Act gives governors legal protection, both individually and collectively from any personal liability for their decisions and actions undertaken in good faith. It also exempts governors from liability for negligent action directly attributable to the spending of the schools' delegated budget, for example if a fault piece of equipment were purchased resulting in personal injury. The Act does not cover any negligence by the governing body in the exercise of powers when not directly attributable to the spending of the school's delegated budget.

Health and Safety

- The Governing body delegate day to day management for health and safety to the Headteacher.
- The staff representative will have line responsibility to report concerns directly to the Headteacher.

The committee will:-

Review and monitor the Health and Safety Policy

- Review and monitor the fire safety management policy
- Review and monitor the Health and Safety process including carrying out an inspection/risk assessment prior to each meeting.

Risk assessments are carried out as follows:

- Visual assessments daily by the Site Manager
- Weekly by the Site Manager
- Monthly site inspection by the Headteacher/Business Manager and Site Manager
- Termly by the Health and Safety Governor with the School Business Manager and Site Manager using the school designed proforma.
- Complete the annual risk assessment using the SCC template for Headteachers and Governors.
- Receive and consider reports from the Health and Safety Officer and staff representative.
- Make recommendations to the full Governing Body.

ORGANISATION SPECIFIC TO MANSBRIDGE SCHOOL

Supervision of pupils

Before and after school - Responsibility is assumed for the welfare /safety of the pupils from when they arrive on site until they leave. No supervision is expected before 8.30am. (except for those children attending Breakfast Club). Please refer to Guidelines for Parents.

Break-times - A rota of teacher and LSA duties is prepared by the Phase leaders. Teachers on duty should be available for duty from the start of playtime. The teacher and LSA on duty should be aware of any limitations on the use of the playground apparatus and supervise accordingly. Unsupervised use of any apparatus should not occur at any time. There should always be a minimum of 2 adults supervising outside at any time.

Hot drinks - Staff are aware of the rule that hot drinks may not be taken on to the playground or around the school and in classrooms at any time when children are on site.

Conduct/Passage in and around school - the support of all staff is needed to ensure the safe movement of children through the school (i.e. walking at all times!)

Pets

Pets are not allowed on the school site (on lead, off lead or in anyone's arms) for health and safety reasons, though exceptions may be made for working dogs; namely guide dogs, hearing dogs or police dogs and other pets if agreed to by the headteacher for teaching purposes. Should a pet foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility a child could pick up serious infections e.g. toxocariasis. Dogs/pets in the area around but outside the school should stay with their owners and on a lead at all times preferably on the other side of the road from the school. Parents/carers should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

Gymnastic Apparatus - teachers should ensure that P.E. lessons in the (hall) are conducted in a manner conducive to safety and that pupils are made aware of emergency procedures. It is good educational practice to allow the pupils to set out the apparatus, but it is essential that the teacher checks the apparatus for safety before the pupils are permitted to use it. No apparatus work should take place unless

supervised by a qualified teacher. (Please see advice detailed in the Curriculum Health and Safety Handbook)

Car Parking

Car Parking is a concern at Mansbridge Primary School as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. A road closure is enforce mornings and afternoons which should be adhered to and therefore parents/carers should not be entering the road or parking during these hours. The road markings near the school gates should be observed at all times.

Visitors who have been given authorisation to park at the school may be asked to leave a note of their car registration number with the School Office in case the car has to be moved.

Regular newsletters to parents/carers emphasise:

- School road closure to be observed mornings and afternoons
- Our neighbours: consideration for those who live and work in the vicinity of the school
- Not parking on yellow lines
- The school tries to arrange coach arrival/departure times before or after 9.00, (that is 8.30 or 9.20) for school trips
- Notice is taken of complaints by other parents/carers
- Car Parking Spaces are out of bounds to all children at all times. Staff using the car parks should, however, still be alert to potential danger from/for unsupervised youngsters.

Site Manager

It is the responsibility of the Site Manager to check that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. When pupils are on-site the Site Manager is responsible for ensuring all gates are locked. An appropriate adult must be present at the gates when open for arrival/departure of pupils.

Before leaving the premises, the Site Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked (unless a third party has been delegated this responsibility, eg cleaning company).

Staff should however close their windows and lock their external doors if they are the last person to leave their room.

Contractors on Site

- Contractors should telephone the Site Manager/office and make appropriate arrangements before commencing work.
- When they arrive, all contractors should report to the School Office. Contractors work under the close supervision of the Site Manager, so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Headteacher, the contractors and the appropriate department of the LA.
- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying: this includes cloakroom and toilet areas.
- No work should be in progress in the playground/Hall during break times and lunchtime.
- When workmen and machinery are on site, teachers should make children aware of potential hazards/dangers.
- Contractors will be given the Visitor leaflet for Health and Safety and should be made aware of the following:
 - NO Smoking in the building or in the grounds, as Mansbridge Primary School is a no-smoking school, this includes the use of electronic cigarettes
 - NO Talking to the children (who have been taught not to talk to strangers).
 - NO Working on or near the playgrounds while the children are at play.
 - NO Leaving equipment lying around or unattended.
 - NO Playing music during school hours.
 - NO use of mobile phones in and around school during school hours

Policy on the use of hazardous substances in school

All potentially hazardous substances are kept in a locked store. Staff should only use chemicals covered by COSHH (Control of Substances Hazardous to health) Register, which is kept in the, School office and cleaners cupboards.

Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the standard risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Headteacher, Business Manager or Site Manager.

Smoking

It is against the law to smoke anywhere on the school site. The use of e-cigarettes is banned on school premises.

PROVISION OF FIRST AID

First Aid boxes are situated in the School Office and in each classroom. Portable First Aid kits are available for Off-Site activities. Each class has a First Aid kit which is the responsibility of the Learning Support Assistant in that class. A contents list should be checked half termly. Each kit contains only first aid requisites as listed and should not be used to carry any other articles or substances. Protective rubber gloves are available and should be worn at all times in cases of bleeding.

The following staff will provide First Aid cover:

Business Manager - First Aid at work

Deputy Head - First Aid at work

Support staff-11 members of staff have Paediatric First Aid

A Paediatric 1st Aider must attend all trips.

Where possible 1st aid should be carried out by the class LSA or at lunch time by the Senior Lunchtime Supervisor.

MEDICINES/TREATMENT

Refer to "Guidelines for Parents" and to SCC "Medicines in Schools" (Aug 2001) also DCSF Managing Medicines in Schools (March 2005) and 'Supporting children with Medical Needs Policy 2014'. No teacher should be responsible for giving medicine to children except in exceptional circumstances such as a residential trip where parents' consent has been obtained in written form and where such permission is a condition for acceptance on the trip.

A written agreement/contract will be made with parents of children who require medication during school time. (see appendix 1.) However where possible medicines should be given outside of school hours - before school, after school, later in the evening and in the early hours of the morning where 4 doses are required.

This will apply equally to occasionally prescribed medicine, and regular medication/preventative procedures for chronic conditions such as Asthma.

The medication should be brought into school in the original labelled container that states the child's name, the name of the medicine, the dosage and the frequency of administration. Wherever possible, the medicine should be self-administered under the supervision of an adult. Medicines are kept in a secure place, in accordance with safety practices. There is a locked medicine cabinet in the first aid area of the school office where medication is stored although occasionally medication which has to be refrigerated has to be stored in the staff room fridge (where children are not

allowed). The person administering the daily dose should record the administration of the medicine.

The medicine will be administered by First Aider or Head teacher in loco parentis. In the event of their absence any other qualified first aider or the deputy head if acting for the Head. They will follow the procedures set out on page 3 of "Medicines in Schools" and recorded on the recommended chart (appendix 2) which will be kept on the medicine cabinet in the office.

Asthmatic children in the Junior department will be encouraged (in conjunction with parents and using the confirmed form of consent/authority) to be responsible for their own medication and the necessary equipment should be stored in an easily accessible position in the classroom stock cupboard.

Asthmatic children in the Infant department will not be responsible for their own medication.

Their equipment will be kept in the classroom under the supervision of the school First Aider and Headteacher.

Parents are responsible for ensuring that their children's medicines are in date and containers/inhalers are full.

Teachers should:-

1. Check that correct treatments and instructions are supplied for school outings/off site lessons.
2. Be aware that materials brought into the classroom may trigger a child's asthma, and additional treatment may be necessary.
3. Report concern to First Aider, Head or parents if children are needing to use their inhaler for use more than usual.
4. Act as educator to children with asthma and their peers.
5. Know what to do in an emergency.

Allergies/Long- term illness

A Medical Register is kept on the MIS system. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent/carer); any long-term illness, for example asthma; and details of any child whose health might give cause for concern. All staff have access to this information on Arbor. Updates will be emailed for specific children where there is a change, A paper copy on the staff room noticeboard together with photographs of any child who has a severe allergy e.g. peanut allergy.

The kitchen staff also have photographs of children with food allergies.

Sun protection – Children may bring sunscreen to school. However it MUST be labelled and kept in a container in the classroom to give out at break and lunch time. The child must apply sunscreen themselves. School staff MUST NOT apply sunscreen to a child. No child may wear sunglasses unless pre-scribed by an optician etc.

Defibrillator

There is a defibrillator located in the main entrance. Staff are aware of this, and have been given guidance on the use of it.

EMERGENCY PROCEDURES

MINOR INJURIES and ILLNESS

Minor injuries will be dealt with by LSA's, Admin staff and Lunch time staff. These may include minor bumps and grazes, nose bleeds, and children feeling off colour.

First aid as will be given as necessary such as cleaning wounds and applying plasters. A note will not be sent home in these incidences unless there is a specific medical issue for the child.

Minor treatment such as cleaning wounds will be noted in the first aid book. Where a child has presented with an injury but there are no visible marks this will not be recorded, except for a head injury which will be treated as a significant injury.

Where injuries occur to parts of the body covered by clothing the child will be asked to remove their clothing themselves if appropriate, e.g. tights. This will be done in a discrete place, i.e. the first aid room in the school office as appropriate.

SIGNIFICANT ILLNESS, severe injury OR ACCIDENT

The relevant first aid staff under the direction of the business manager or member of leadership team will decide what is deemed as significant/severe.

If anyone should become ill or suffer a significant injury, including any head injury, as a result of an accident, the procedures below should be followed:-

- a) First Aid- should be rendered, but only as far as knowledge and skill admit. The Patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
Parents will be informed by telephone or a letter on the day as deemed appropriate.
- b) The First Aid room - is the School Office however minor first aid, e.g. cleaning grazes, can be carried out in the classroom by a qualified first aider.
- c) Transport to hospital - If an ambulance is required the emergency 999 service should be used.

It may be appropriate to transport a pupil to a casualty department without using the ambulance service but this should always be on a voluntary basis. (If a member of staff uses his own car for these purposes s/he must ensure that s/he has obtained specific cover from his insurance company and that the Headteacher has verified this.) These will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

d) Accident Forms HS1 - As soon as possible after the incident every case of injury or accident must be fully and accurately reported on the accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms and the Accident Book are obtainable from the school office. Completed forms should be passed immediately to the Business Manager to record on the SCC accident and incident reporting system.

FIRE EVACUATION PLAN

When the continuous fire siren sounds:

- The building will be evacuated whilst the alarm is investigated to determine the cause (Headteacher)
- Unless it is a test the fire service will attend (unless they are cancelled if the cause of the fire alarm is known, e.g. set off accidentally)

Evacuation when children in classrooms

1. When siren sounds teacher to ensure that children evacuate through nearest exit.
 - All classes to assemble in junior playground
 - Pre-school to assemble on the Key Stage 1 playground in the gazebo
2. Office staff to take out daily register sheets and hand out to class teacher
3. Fire wardens to check their designated areas

Evacuation when children in assembly hall

1. When siren sounds teachers to join children in Hall (if safe to do so) and help HT to evacuate.
2. Juniors to evacuate through door to rear of Hall
3. Infants to evacuate through exit opposite Year 2 classroom directly out into infant playground.
4. Each class to take out their daily pupil register sheet (if an adult is in the classroom to do so)

5. Fire wardens to do final sweep of the corridors - KS1 and main corridor (no member of staff to go to KS2 if they are not already there)

Evacuation during lunch hour

1. When the siren sounds the children to evacuate dining hall. Supervisory assistants will blow the whistle and children to line up in playground in normal class lines.
2. Admin staff on duty to take ALL sign in/out and absence registers outside (or to ensure that a responsible adult takes them.)
3. Once a teacher joins their class they will take precedence over the Supervisory Assistant in registering the children. Until the teacher arrives the SA will assume responsibility.

Although teaching and non-teaching staff are not on duty during the lunch times, they have a duty of care to help in an emergency.

Breakfast Club - All children and adults to evacuate the building in an orderly manner and assemble on the junior playground. **After school clubs** - the club leader is responsible for taking a register at the start of the club. All clubs will evacuate to the Junior playground and the leader will report to the person in charge (Headteacher/Deputy/Business manager or site manager).

For those who find it difficult to walk quickly or wheel chair users please see the School

Business Manager on arrival to arrange a Personal Emergency Evaluation Plan (PEEP).

Risk assessments will be completed to include amended evacuation protocols for any staff/visitors/pupils with injuries that may impact their evacuation.

ADDITIONAL IMPORTANT DOCUMENTS

SCC Generic Health and Safety Policy

SCC Medicines in School

HCC Safety in Off-Site Activities

SCC Caretaker Training Manual - Health and Safety Guide for Caretakers and Cleaning Staff

Safety in Science

National Asthma Campaign Policy (leaflet)

HCC Safety in Hazardous Pursuits