



Mayfield School

# Health and Safety Policy

Believe. Achieve. Succeed.

Respectful, Resourceful, Responsible, Reflective, Resilient, Ready

## Our School Vision

Our vision is to create a family ethos that raises aspirations and makes a real difference to the life chances of our young people.

## Our mission

All stakeholders, together, will create an environment of respect and inclusion where all young people are valued, supported, inspired and future ready.

<b>Approved by:</b> Personnel, Finance and Estates Committee	<b>Date:</b> 7 <sup>th</sup> July 2024
<b>Review frequency:</b> Annual	<b>Statutory requirement:</b> Yes
<b>Last reviewed:</b> June 2024	<b>Next review due:</b> June 2025

## 1. STATEMENT OF INTENT:

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- providing a safe and healthy working and learning environment.
- preventing accidents and work-related ill health.
- assessing and controlling risks from both curriculum and non-curriculum work activities.
- complying with statutory requirements as a minimum.
- ensuring safe working methods and providing safe equipment.
- providing effective information, instruction, and training.
- monitoring and reviewing systems to make sure they are effective.
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- setting targets and objectives to develop a culture of continuous improvement.
- ensuring adequate welfare facilities exist at the school.
- ensuring adequate resources are made available for health and safety issues, as far as is reasonably practicable.

A health and safety management system has been created to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Chair of Governors)

## PART TWO:

### 2. Organisation and responsibilities:

#### 2.1 The Local Authority and the Governing Body:

Portsmouth City Council has ultimate responsibility for health and safety matters in local authority schools, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governor who oversees health and safety is **Richard Buchan**

The Governing Body has the following responsibilities and must ensure that:

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and pupils.
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities.
- persons have sufficient experience, knowledge, and training to perform the tasks required of them.
- clear procedures are created which assess the risk from hazards and produce safe systems of work.
- sufficient funds are set aside with which to operate safe systems of work.
- health and safety performance is measured both actively and reactively.
- the school's health and safety policy and performance is reviewed annually.

#### 2.2 The Head teacher:

The Headteacher has the following responsibilities and must ensure that:

- they fully commit to the Governing Body's Statement of Intent for Health, Safety and Welfare.
- a clear written local Policy for Health and Safety is produced.
- that the Policy is communicated to staff and others requiring the information.
- appropriate information on significant risk activities is given to visitors and contractors.
- appropriate consultation arrangements are in place for staff and their representatives.
- all staff are provided with adequate information, instruction and training on health and safety issues.
- risk assessments of the premises and working practices are undertaken.
- safe systems of work are in place for identified risk factors.
- emergency procedures are in place.
- equipment is inspected and tested to ensure it remains in a safe condition.
- records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, and investigations.
- arrangements are in place to monitor premises and performance.
- all accidents are investigated, and any remedial actions are implemented.

- they report to the Governing Body at least annually on the health and safety performance of the school.

### 2.3 Competent Person:

PCC's Corporate Health and Safety Manager provides competent advice to the school to assist in meeting the requirements of health and safety law.

### 2.4 The School Health and Safety Co-ordinator:

The School Health and Safety Co-ordinator has the following responsibilities:

- co-ordinate and manage the annual risk assessment process for the school.
- co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- make provision for the inspection and maintenance of work equipment throughout the school.
- advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils, and visitors.
- ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.
- Carry out any other functions required by the Head teacher or Governing Body.

### 2.5 Teaching/Non-teaching Staff Holding Positions of Special Responsibility:

This includes deputy head teachers, curriculum co-ordinators, heads of faculty, heads of departments, clerical managers/supervisors, technicians, site managers and caretakers. They have the following responsibilities:

- apply the school's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- carry out health and safety risk assessments of the activities they are responsible for.
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work.
- attempt to resolve health, safety, and welfare problems from members of staff or refer them, to the Head Teacher. Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Team for advice.
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and make a record of these inspections.
- ensure, as far as is reasonably practicable, the provision of information, instruction, training, and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- investigate any accidents that occur within their area of responsibility.
- keeping the Head Teacher informed on the health and safety performance of his/her department or area of responsibility (this could be facilitated by

quarterly briefings, an annual report, etc. dependent on direction from the Head Teacher).

## 2.6 Class Teachers

Class teachers are expected to:

- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies.
- follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures.
- give clear oral and written instructions and warnings to pupils when necessary.
- follow safe working procedures.
- require the use of protective clothing and guards where necessary.
- make recommendations to the Head teacher, Year Leader or Head of Department on health and safety equipment and any improvements to plant, tools, equipment, or machinery that may be necessary.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education.
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- report all accidents, defects, and dangerous occurrences to the Head of Department.

## 2.7 Health and Safety Representatives:

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996. PCC does not distinguish between union and non-union Safety Representatives in their corporate H&S policy. The requirements of the two sets of regulations are similar and give the same facility to representatives; however, there are some differences with regard to those who are union appointed. The respective Unions and PCC H&S Team can provide additional advice, if required.

The Governing Body recognises the role of appointed Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time but, wherever practicable, outside teaching time. They must be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g., about accidents and to paid time off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Head teacher or Governing Body.

## 2.8 All Employees:

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- comply with the school's health and safety policy and procedures at all times – in particular, procedures for fire, first aid and other emergencies.
- co-operate with school management in complying with relevant health and safety law.
- use all work equipment and substances in accordance with instruction, training and information received.
- report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces.
- report all incidents in line with current incident reporting procedure.
- act in accordance with any specific health and safety training received.
- inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- co-operate with appointed Safety Representative(s).

## 2.9 Pupils:

Pupils, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## PART THREE:

### 3. PROCEDURES AND ARRANGEMENTS:

#### 3.1 Introduction:

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent. The school adopts:

#### 3.2 Risk Assessments:

- (i) General risk assessment - will be co-ordinated by Ray Old, Facilities Manager.
- (ii) New and expectant mothers risk assessment - will be carried out by Line Managers.
- (iii) Curriculum activities assessment - Risk Assessments for Curriculum activities will be carried out by relevant Subject or Year Leaders and subject teachers.

- (iv) Fire safety assessment - A site-specific fire risk assessment will be carried out by Ray Old, Facilities Manager.
- (v) Manual handling assessments - Manual handling risk assessments will be carried out (co-ordinated) by Ray Old, Facilities Manager.
- (vi) Computers and Workstation assessments - Workstation DSE assessments will be carried out by Paul Borer, Network Manager, using the National College training materials.
- (vii) Hazardous substances – Subject Leaders and the Facility Manager are responsible for identifying and assessing hazardous substances within their area of responsibility.
- (viii) Violence - Assessment of the risks of violence to staff will be carried out by the Headteacher or his designate.

### 3.3 Emergency Procedures:

#### 3.3.1 Fire and evacuation procedures are detailed in Appendix 3.

##### 1.3.2 First aid:

- (i) There is a Medical Room near Reception on the Ground Floor and first aid boxes are provided at several locations around the school.
- (ii) The First Aid Needs Assessment outlines the First Aid requirements for the school and the colleagues with a current First Aid certificate. The First Aid Needs Assessment is reviewed annually by Laura Phillimore, Student Services Manager.
- (iii) In event of needing first aid assistance, either: -
  - locate the nearest first aider (and cover their class if required).
  - if an ambulance is required, call “999”.
  - transport to hospital:
  - no casualty should be allowed to travel to hospital unaccompanied a trained first aider will designate an accompanying adult in emergencies where parents cannot be contacted.

#### 3.3.3 Incident/accident reporting:

- (i) An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Forms are available from the Medical Room or the Student Services Office.

Accidents will be investigated and report in line with the Portsmouth City Council incident reporting policy and procedures.

(ii) Reporting to the Health and Safety Executive - RIDDOR

Certain incidents are reportable to the Health and Safety Executive (HSE), **Laura Phillimore, Student Services Manager**, will contact PCC Health and Safety team for advice before reporting to the HSE.

(iii) Notifying parents

The **Year R team** will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

3.3.4 Bomb hoaxes and bomb alerts:

The Head teacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident. The control point from where such an incident will be handled is **the Main Office**.

The signal (alarm) for evacuation of the building (if necessary) will be activated and normal evacuation procedure should be followed.

The school has an Emergency Plan that

3.3.5 Gas leaks:

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

3.3.6 Chemical spills:

- (i) All Science/Design and technology/Art teachers and technicians should follow guidance contained in the CLEAPPS Hazcards.
- (ii) Other areas should follow procedures as identified in relevant COSHH assessments.

4. HEALTH AND SAFETY TRAINING:

4.1 Health and safety induction training will be provided for all new employees by **Ray Old, Facilities Manager and the National College Online Training Courses**.

4.2 All staff will be required to undertake refresher training in Health and Safety and Fire Safety using the National College materials annually.

4.3 Other staff such as Technicians will undertake additional Health and Safety that is relevant to their role as required.

## 5. INSPECTION AND TESTING OF PLANT AND EQUIPMENT:

### 5.1 Statutory inspections:

All plant and equipment requiring statutory inspection and testing (i.e., steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors.

### 5.2 Electrical appliances:

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine.

Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Inspection and testing of portable electrical appliances will be co-ordinated by the Facilities Manager and carried out by an approved contractor in the May half-term holidays.

### 5.3 Equipment maintenance – curriculum:

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to Ray Old, Facilities Manager, immediately.

### 5.4 Ladders and access equipment:

**Ray Old, Facilities Manager**, will be responsible for inspection and maintenance of ladders and other access equipment.

## 6. HEALTH AND SAFETY MONITORING:

### 6.1 Inspection of premises:

- (i) General workplace Inspections will be co-ordinated by **Ray Old, Facilities Manager**.
- (ii) Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

## 7. CONSULTATION AND COMMUNICATION OF INFORMATION:

### 7.1 Consultation:

- (i) The **Governors Personnel, Finance and Estates Committee** meets **half-termly** to discuss health, safety and welfare issues affecting staff, pupils, or visitors. Action points from meetings are brought forward for review by school management.
- (ii) The Trade Unions' appointed Safety Representative(s) on the staff is/are:  
**Currently vacant**

### 7.2 Communication of information:

- (i) The Head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.
- (ii) The Health and Safety Law poster is displayed at the **Student Services Office**.
- (iii) Health and safety advice is available from **Ray Old, Facilities Manager**.

## 8. PREMISES MANAGEMENT:

### 8.1 Supervision of pupils:

- (i) Arrangements for supervision of pupils are outlined in the **staff handbook**.

### 8.2 Security and visitors:

- (i) All visitors must report to the **main Reception** where they will be asked to sign-in and wear an identification badge. They will be informed of emergency procedures.

### 8.3 Vehicles on Site/Parking:

- (i) There is no on-site parking for staff or visitors.
- (ii) The risks of persons and vehicles coming into the Goods Yards will be controlled by Ray Old, Facilities Manager.
- (ii) Delivery/contractor vehicles must park at the Goods Yard on Hewett Road.
- (iii) Arrangements for disabled persons. There is a disabled carpark on Mayfield Road by the Year R classrooms. Disabled visitors should contact the school Reception in advance so that this car park can be opened.

### 8.4 Building maintenance:

- (i) General building maintenance is carried out by the Site Team.
- (ii) Ray Old, Facilities Manager, will be responsible for ensuring that all identified general building maintenance is carried out by either by the Site Team, or other approved contractors.

### 8.5 Asbestos management:

- (i) Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- (ii) The asbestos register is held by Ray Old, Facilities Manager.
- (iii) Ray Old, Facilities Manager, is responsible for ensuring that contractors/school staff who may be working on areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to; PCC Repairs Support Team 023 9284 1311 email: [RepairsSupportTeam@portsmouthcc.gov.uk](mailto:RepairsSupportTeam@portsmouthcc.gov.uk) (or the relevant asbestos management team).
- (iv) Contractors are advised that if they discover material that they suspect could be asbestos, they will stop work immediately, notify Ray Old, Facilities Manager, and prevent access until the area is declared safe.

### 8.6 Legionella management:

- (i) A water risk assessment has been completed. Ray Old, Facilities Manager, is responsible for ensuring that the identified operational controls are conducted and recorded in the logbook.

### 8.7 Control of contractors:

- (i) All contractors must report to main Reception, where they will be requested to sign-in and wear an identification badge. Contractors will be issued with

guidance on fire procedures, local management arrangements and vehicle movement restrictions.

- (ii) **Ray Old, Facilities Manager**, is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.
- (iii) Contractors are expected to provide their own ladders for working at height.

#### 8.8 Lettings management:

- (i) Lettings are managed by **Steph Manns, Finance Manager**, following the school 'Lettings' policy and procedures.

### 9. OTHER PROCEDURES:

#### 9.1 Emergency response management:

- (i) The Local Authority's 'emergency response' guidelines are followed, and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures.

#### 9.2 Managing medicines:

- (i) Prescribed medication will be administered to pupils following guidance contained in the administration of medicines policy. **The Welfare Assistants** have been nominated as responsible persons for control of administration of medicines to pupils.

#### 9.3 Infection prevention and control:

The school follows national guidance published by the government and public health when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

- (i) Handwashing:

The school encourages the washing of hands to aid with the control of infection. Soap, warm water, and paper towels/hand dryers are provided.

All cuts and abrasions should be covered with waterproof dressings.

- (ii) Cleaning of the environment:

The school has a dedicated contracted **Nviro** cleaning team.

Staff are encouraged to clean work surfaces where appropriate and/or where identified in risk assessments.

(iii) Cleaning of blood and body fluid spillages:

A procedure is in place for the immediate clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges using a spill kit. The procedure is co-ordinated by **Ray Old, Facilities Manager**.

Soiled clothing will be bagged and sent home.

(iv) Clinical waste:

Clinical waste such as used nappies/pads, gloves, aprons, and soiled dressings must be placed in the containers provided for collection by our registered waste contractor **PHS**.

Clinical waste bags are removed when they are two-thirds full and are stored in a dedicated, secure area while awaiting collection.

(v) Absence periods for preventing the spread of infectious diseases:

The school will follow recommended exclusion periods outlined by government and public health guidance.

In the event of an epidemic/pandemic, we will follow advice from the government and public health about the appropriate course of action.

9.4 Educational visits:

- (i) Educational visits will be organised following guidance contained in DfES (DCSF) documentation issued by Hampshire Outdoor Education, PT & Sports Service. The Educational Visits Co-ordinator (where appointed) is **Laura Phillimore, Student Services Manager**.

9.5 Management of Minibuses:

- (i) Operation of minibuses will be carried out by **Ray Old, Facilities Manager**, following guidance contained in the MIDAS Manual.

9.6 PE equipment:

- (i) Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- (ii) Any concerns about the condition of the gym floor or other apparatus will be reported to the **Ray Old, Facilities Manager**.

9.7 Specialist equipment

- (i) Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

- (ii) Medical oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage, and replacement of oxygen cylinders.

#### 9.8 Lone working

- (i) Consideration of the risks of lone working will be included in risk assessments for work activities in the school.

#### 9.9 Occupational stress

The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

### 10. REFERENCE DOCUMENTATION:

- 10.1 All reference documentation relating to this policy and the School's H&S management systems can be accessed via the Staff Handbook and the Policies section of the school website.

### 11. CONSULTATION:

- 11.1 The development of this policy has been subject to a consultation process as follows in the spring term 2023.

### 12. COMMUNICATION AND DISSEMINATION:

- 12.1 This policy is available from the school website.

### 13. POLICY REVIEW:

- 13.1 This policy will be reviewed annually and republished on a three yearly basis or sooner if required.

### 14. LINKS WITH OTHER POLICIES

This health and safety policy links to the following policies:

- Administering first aid and medication policy
- Risk assessment policy
- CCTV policy
- Supporting pupils with medical conditions policy
- Accessibility plan
- Whistleblowing policy
- Emergency Plan
- Premises management policy

## Appendix 2

### MAYFIELD SCHOOL HEALTH AND SAFETY ORGANISATIONAL CHART



