



Mayfield School

Health and Safety Policy

Believe. Achieve. Succeed.

Ambition. Inclusion. Respect.

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.

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UNITED NATION CONVENTION RIGHTS OF CHILDREN (UNCRC) – LINKED ARTICLE

Article 24: *Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy.*

1. Key Staff Involved

Role	Name(s)
Headteacher	Ashley Howard
Site Manager	Alex Doolan
Health and Safety Governor	Andrew Frazer

2. General Statement of Intent

- Salterns Academy Trust (the Trust) will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work Act 1974 and subsequent legislation.
- The Trust is committed to the provision and maintenance of safe and healthy working conditions, equipment, and systems of work for all its employees and to the provision of information, training, and supervision for this purpose.
- The Trust also recognises and accepts its responsibility to protect the Health and Safety of students and all other visitors to its sites, to include contractors, temporary staff, and members of the public.
- The Trust is also committed to on-going monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved.
- This policy will be brought to the attention of all staff. The policy will be reviewed on an annual basis or as required.
- This Trust policy allows for specific Health and Safety procedures that may be required by individual schools in the Trust.

3. Aims

The Mayfield School Academy Committee and Headteacher will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work Act 1974 and subsequent legislation.

Mayfield School recognises and accepts its responsibility to protect the Health and Safety of students and all other visitors to its sites, to include contractors, temporary staff, and members of the public. The school is committed to the provision and maintenance of safe and healthy working conditions, equipment, and systems of work for all its employees and to the provision of information, training, and supervision for this purpose.

The school is committed to on-going monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved. This policy will be brought to the attention of all staff and will be reviewed on an annual basis or as required.

4. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

- › [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- › [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- › [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- › [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- › [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- › [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- › [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- › [Lifting Operations and Lifting Equipment Regulations 1998](#), which requires all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'
- › [Provision and Use of Work Equipment Regulations 1998](#), which requires that equipment provided for use at work is suitable for the intended use and safe to use.

This policy complies with our funding agreement and articles of association.

5. Organisation Responsibilities

5.1 Salterns Academy Trust

The person with overall responsibility for Health and Safety at the Trust is the **Chief Executive of the Trust, Nys Hardingham**. As the employer, the Trust has overall responsibility for Health and Safety within their academies.

The general responsibilities of the Directors of the Trust include:

- To ensure that the Trust has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- To ensure that there exists an effective policy for Health and Safety management, supplemented by additional documents and safe systems of work relating to the required performance in each area and type of activity and that this document is implemented throughout the organisation.
- To ensure that each school has also has an effective procedure for Health and Safety management.
- To ensure that Trust's Health and Safety policy is routinely reviewed on an annual basis or as required to ensure that the arrangements for Health and Safety remain current and valid.
- To ensure that the necessary resources and information are made available to enable the policy to be effectively put into practice.
- To ensure that staff are inducted and trained to enable them to carry out their roles effectively.
- To ensure that all accidents, incidents, diseases and/or dangerous occurrences are reported to the Health and Safety Executive as required by statute.

As the employer, the Trust has overall responsibility for Health and Safety. However, the control of day-to-day issues is delegated to the Headteacher.

To comply with the Statement of Intent, the school's leadership and management have additional responsibilities to ensure the above commitment can be met. Governors, staff, and students will play their part in its implementation as detailed below.

5.2 The Academy Committee

The Academy Committee has ultimate responsibility for health and safety matters in Mayfield School. The Academy Committee has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Academy Committee has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is **Andrew Frazer**.

5.3 Headteacher

Ashley Howard, Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Academy Committee on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

For practical reasons, the Headteacher delegates key health and safety functions to other members of staff. However, the delegation of certain duties does not relieve the Headteacher from the overall day-to-day responsibilities for Health and Safety within the school.

5.4 Health and Safety Coordinator

The Headteacher has appointed Alex Doolan, Site Manager, as the School Health and Safety Coordinator. The Health and Safety Coordinator maintains an overview of the school's Health and Safety organisation and management, leading on health and safety initiatives, and overseeing the day-to-day implementation of the school's health and safety policy, referring any issues beyond their control to the Headteacher/Academy Committee as is necessary and/or appropriate.

5.5 Health and Safety Lead

The nominated health and safety lead is Alex Doolan, Site Manager. The Site Manager is primarily responsible for all building and environmental safety management and will advise the Health and Safety Coordinator of any matters requiring Executive support to resolve.

5.6 All Line Managers

All managers responsible for allocating and supervising tasks must;

- Apply the school's Health and Safety Policy requirements to their own department or area of work
- 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 their Line Manager and/or the H&S Coordinator as is appropriate.
- 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, so far as is reasonably practicable, the provision of information, instruction, training, and supervision to enable employees and Students to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility and report same accordingly.
- Keep their Line Manager informed on the health and safety performance of his/her department or area of responsibility through regular line management

5.6 All other staff

School staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

5.7 Students and Parents

Students and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

5.8 Contractors

Contractors will agree health and safety practices with the Site Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

6. Health & Safety Procedures

6.1 Site security

Alex Doolan, Site Manager is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems. **Luis Marin Vilada, Craig March and Hernan Tirado** are key holders and will respond to an emergency.

The School takes all reasonable steps to prevent unauthorised entry to the premises.

- Visitors are required to report to Reception on arrival and are issued with a badge/lanyard to establish their identity to staff and students;
- Staff are required to be vigilant at all times and to challenge any person who is not known or wearing a visitor's badge/red lanyard to establish whether or not they should be on the School premises.

Security of the buildings out of School hours is assisted by the installation of an Intruder Alarm and CCTV around the Site.

6.2 Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud, continuous bell.

Fire alarm testing will take place once a week at a designated time which is communicated to all staff and visitors.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- The school has special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities
- All staff must familiarise themselves with the action to take in an emergency and be mindful of the posted instruction notices, and the detailed instructions in the published Emergency evacuation procedures plan.
- Fire Evacuation Procedures are provided in the Staff Handbook.

6.3 Lockdown

No matter how carefully a school prepares and plans to prevent incidents, there may be times when emergencies occur.

There are several reasons why the school may need to implement our Lockdown Procedure.

These could include:

- A facilities related safety emergency such as exposed wiring in a corridor or broken glass on a staircase
(This may require a specific area cordoned off (Perimeter Lockdown) instead of a complete Lockdown).
- A fire in the local community means that children shouldn't be outside.
- Unidentified intruders being on-site.

A lockdown will be signalled by the continuous ringing of the secondary school lesson change tone for more than 30 seconds.

If necessary and whilst awaiting police advice, a decision will be made based upon initial threat information:

Perimeter lockdown

A perimeter lockdown will mean that staff and students remain in buildings with free indoor movement with perimeter gates and external doors/windows locked. Based upon a dynamic risk assessment, educational normality will be maintained as best possible.

A **perimeter lockdown** might be a graduated and preventative action before a potential full lockdown.

Full lockdown.

This is an emergency procedure when staff and students evacuate and remain in buildings with NO free movement between rooms with external doors and windows locked.

In the event of a full lockdown, everyone must:

- **Remain calm**
- **Protect and reassure** any students that are with you - do not send them to other rooms
- **Listen to and follow instructions** from SLT or police officers
- **Minimise all movement** around site
 - If you are indoors - remain in the room, you are already in and secure it
 - If you are outdoors - go to the nearest indoor securable room
- **Secure room:** lock doors, windows, close blinds, turn off lights, keep out of sight
- **Switch off mobile phones and computers** - remain calm and quiet
- **Do not leave the room** under any circumstances without SLT or police officer instructions, even for the bathroom
- **If you are outside for PE** and closer to the Odyssey, the gate will be opened, and students/staff will be required to enter the Odyssey outside/building (If this is deemed safer than to walk towards the school building).
- **Carefully follow all police instructions:** expect possible robust initial response during release when all clear.
- Staff will be reminded to refer to the **lockdown immediate action card** which is to be kept at the front of the classroom.
- An email will be sent by the Headteacher to explain that the Lockdown Procedure is being implemented and when it is over.
- All staff must familiarise themselves with the action to take in an emergency and be mindful of the posted instruction notices, and the detailed instructions in the published Lockdown Management Procedures plan.
- Lockdown Management Procedures are provided in the Staff Handbook.

6.4 Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease and anything else as directed by COSHH Regulations 2002.

Control of substances hazardous to health (COSHH) risk assessments are completed by **Alex Doolan, Site Manager** and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

The curriculum leaders and lead technicians for Science and Design will ensure that all CLEAPSS advice and expectations as regards substances being used in their departments is properly followed, and appropriate recording of, supervision and monitoring is carried out as is appropriate.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.5 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation.
- 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 and telephone; 0800 111 999 stating location. Reception staff are to inform the emergency services where and then to co-ordinate with staff using radios.
- 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.

6.6 Legionella

- A water risk assessment has been completed by the contractor Liberty Gas on behalf of Portsmouth City Council. Ray Old is responsible for ensuring that the identified operational controls are conducted and recorded in the school's Legionella logbook
- This risk assessment will be reviewed every three years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: water temperature checks, flushing of showers & hose taps, descaling of shower heads, disinfection of water storage tanks TMV servicing, disinfection of water fountains.

6.7 Asbestos

- 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.
- The asbestos register is held by **Alex Doolan, Site Manager**.
- **Alex Doolan, Site 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 (or the relevant asbestos management team).
- Contractors are advised that if they discover material that they suspect could be asbestos, they will stop work immediately, notify **Alex Doolan, Site Manager**, and prevent access until the area is declared safe.

6.8 Radiation

The Science Department holds a selection of radioactive substances and are managed by the Science Technician. The local authority has a nominated Radiation Protection Supervisor along with a Radiation Protection Officer. The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the local authority and school. The role of the Radiation Protection Supervisor and Officer is to ensure that the school complies with the Ionising Radiation's Regulations. Further information is available from the Science Technician.

6.9 Machinery and Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. The inspections and checks are carried out as follows:
 - General Inspection of equipment by staff before use
 - Annual checks on Portable Electrical Equipment – with regular monitoring
 - Annual Service of Heating Equipment
 - Annual Service of Lift
 - Annual service of Fire Extinguishers
 - Servicing of Fire Alarm System under contract
 - Servicing of Catering Equipment under contract
 - Five yearly checking of fixed electrical wiring

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.

6.10 Electrical equipment

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

- Any student 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 **Alex Doolan, Site Manager** immediately
 - Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
 - Only trained staff members can check plugs
 - Where necessary, a portable appliance test (PAT) will be carried out by a competent person
 - All isolator switches are clearly marked to identify their machine
 - Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
 - Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

6.11 PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the hall/sportshall/Spinning Room/Dance and Drama studio floor or other sporting apparatus will be reported to **Alex Doolan, Site Manager**.

6.12 Display screen equipment

- All staff who use computers daily as a significant part of their normal work complete an annual display screen equipment (DSE) self-assessment and seek support from the HR team if changes and/or adaptations are needed. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

6.13 Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

6.14 Young Persons working

If in the event that a Young Person (under the age of 18) is employed by the school, a Young Persons Risk Assessment will be completed. Risk areas identified would include hours, lone working, dealing with unwanted visitors, use of machinery and security of the building.

6.15 Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
 - Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders (helmets if deemed necessary)
 - Contractors are expected to provide their own ladders for working at height
 - Only premises staff or staff trained to work at height are permitted to use ladders
 - Access to high levels, such as roofs, is only permitted by trained persons.

6.16 Manual handling

All staff are required to exercise discretion when lifting any object and seek assistance with any manual handling task outside of their comfort zone. Line Managers are responsible for ensuring that any heavy/repetitive tasks, within their areas of responsibility, are suitably assessed and that safe systems of work are put in place.

In all cases of doubt, Line Managers should seek the assistance of the H&S Coordinator/Site Manager. The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or removed by a mechanised process
- Where activities involving risk cannot be avoided, and they will be subject to a Risk Assessment

The risk of injury will be reduced as far as reasonably possible by:

- Assistance from other staff
- Use of sack truck/flatbed trolley or other similar equipment etc.

6.17 Off Site Educational Visits and Activities

For all school trips and visits there must be authorisation received in advance from the Educational Visits Coordinator (EVC) and where appropriate, the relevant information logged in detail on the EVOLVE website which is held by Hampshire County Council on the school's behalf.

The Educational Visits Co-ordinator is the Headteacher and the Deputy Headteacher of Primary.

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents' contact details
- There will always be at least one first aider on school trips and visits.

For all off site activities the following points will be taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements
- The expertise of staff accompanying the trip and qualifications relevant to the activity
- The Accident and Emergency procedures
- A designated Contact person(s) who knows the itinerary and is able to alert the relevant pre-arranged contacts
- Risk Assessment of any hazards that are likely to be encountered
- Ratios are used which, follow HCC guidance, and are considered to ensure adequate supervision for students, commensurate with the activities that are being undertaken.

6.18 Student Safety During Unstructured Time

The school has a statutory duty to ensure adequate supervision at all times.

The Deputy Headteacher for Primary and the Assistant Headteacher (Secondary): Behaviour and Attendance has overall responsibility for the Duty Rotas and will ensure students are properly monitored whilst enjoying an adequate amount of freedom within the School Grounds.

Duty Staff who identify an area of the School Grounds that is potentially unsafe, must report it immediately to the Site Manager. The area may be designated 'out of bounds' to ensure that it is not used until directed so, following any necessary remedial work.

6.19 Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any Buildings will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

6.20 Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from students, visitors or other staff. All incidents of violence will be managed using the internal school reporting systems and using the PCC Violence against School Employees (Reporting & management) policy if deemed appropriate.

6.21 Smoking/Vaping

Smoking/Vaping is not permitted anywhere on the school premises.

6.22 Contractors

In order to meet the obligations under The Health & Safety at Work Act 1974 control over contractors is managed by:

Identification of Suitable Contractors

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Safe Systems of Work in Operation (Method statements, Risk Assessments)
- Training Standards
- Public liability insurance

Control of Contractors on Site

- The site team will co-ordinate all Health and Safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Provision by Contractor of Written Method Statements in advance
- Notification by Contractor of all accidents or 'near misses' to site team immediately
- All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

All contractors must report to the Main Reception where they will be requested to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

6.23 Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals

- Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged.

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment.

Cleaning of the environment

- Clean the environment frequently and thoroughly.

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills.

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand.

Waste Disposal

General Waste: The disposal of general waste is carried out in the usual manner by regular collections via contract agreement.

Food Waste: Food waste is similarly disposed of via contract agreement.

Hazardous Waste: Where there is a requirement to dispose of Hazardous waste, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, the WEEE Directive will be taken and specialist contractors will be employed to carry out the disposal. Relevant records will be kept by the school

Clinical waste:

- Always segregate domestic and clinical waste, in accordance with local policy

- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

6.24 New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the school in writing that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant person comes into contact with measles or German measles (rubella), they should inform their antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant person should inform their antenatal care and GP as this must be investigated promptly

6.25 First Aid and Medicine Control

First Aid and Medicines are under the direct control of the medical room. First Aid Boxes are maintained and managed by the Medical Room staff. The School requires parents to fill in a Medical Form for Students and a medicine Consent Form when they bring medicines in.

The following items are managed by the medical room lead:

- Student's Medicines – whether it is kept in a locked cabinet or refrigerator and administered as directed or if Student is authorised to carry (inhalers)
- Dispensary Log - detailing what has been given to whom and when
- A stock of paracetamol for general use, kept in a locked cabinet and dispensed only with prior consent from parents
- The Medical Tracker - completed for any injury, however minor, requiring treatment

Managing Medicine in School practices and protocols are included in APPENDIX TWO

6.26 Risk Assessment

Risk Assessments will be carried out on all potential hazardous activities and reviewed annually or when situation changes in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

The Assessment will establish the following:

- the potential Hazards associated with a particular activity;
- the Potential Frequency and Severity of an accident;
- the Control Measures being employed to minimise the risk of an accident occurring;
- the Action to be taken to adequately control the hazard;
- there is a snow/ice procedure in place and shared with parents. A full risk assessment is carried out and a final decision made on Health & Safety grounds by the Headteacher in conjunction with the Site Manager

Risk assessments, depending on their relevance will be carried out by the following;

- General risk assessment - will be co-ordinated by the Site Manager;
- New and expectant mothers risk assessment - will be carried out by the HR Manager
- Curriculum activities assessment - Risk Assessments for Curriculum activities will be carried out by relevant Curriculum Leaders and subject technicians;
- Fire safety assessment - A site-specific FRA (Fire Risk Assessment) will be carried out by an approved and qualified Fire Risk Assessment company/individual;
- Manual handling assessments - Manual handling risk assessments will be carried out (co-ordinated) by the Site Manager;
- Computers and Workstation assessments - Workstation DSE assessments will be carried out by; Site Manager in conjunction with the IT Services Manager and HR Manager;
- Hazardous substances – Subject technicians are responsible for identifying and assessing hazardous substances within their area of responsibility
- Violence - Assessment of the risks of violence to staff will be carried out by; Head of Primary or Deputy Headteacher of Secondary;
- PEEPS - Students and staff who have significant medical needs that may make their safe evacuation difficult (e.g. they are on crutches) must have a PEEP completed by Medical Room staff and stored in the Medical Room

6.27 Occupational stress

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive, they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation, and the support available from managers, colleagues, family, and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. A members of staff’s line manager will liaise directly with them in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. A staff wellbeing anonymised annual survey is used to develop an action plan to give a clearer indicator of factors that contribute to occupational stress in the workplace.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads whilst at the same time considering holistic staff concerns and feeling through anonymised wellbeing surveys and an action plan devised through the Wellbeing Committee.

6.28 Travelling to and from school

The safety of students and staff travelling to and from school is a high priority. Assemblies and the curriculum are regularly used to highlight the dangers of road safety. Bike ability training sessions are offered to some students, where funding and availability allows.

Students wishing to cycle to and from school agree to wear a bike helmet etc. and those travelling by moped must show evidence of insurance, License details etc. Permits are collated and held in a file behind reception and updated annually.

Permission to park on school premises will be declined if students persistently breach the safety expectations or are not able to provide the required legal paperwork.

School staff are a visible presence at the beginning and end of the school day contributing to students' safe journey to and from school.

6.29 Vehicles on Site

The Control of vehicles on site is of paramount importance to ensure the safety of Students, Staff and Visitors. Drivers are required to control the speed of vehicles on the grounds.

The following rules must be observed at all times:

- speed must be kept to 5mph
- drivers are required to observe the one-way system in the grounds
- care to be exercised always as there may be children crossing roadways
- parking only to be carried out in designated areas – thus allowing access for emergency vehicles
- delivery/contractor vehicles must park appropriately within parking bays or hatched parking area when delivering

Arrangements for disabled persons; There are designated disabled parking bays located at the front of the school, near the Year R outdoor area.

6.30 Minibus

The Minibuses are managed by **Alex Doolan, Site Manager** who will delegate weekly checks and maintenance to a member of the Premises Team. Use of the school minibus will only be possible where authorised personnel have read and understood the relevant documents listed below. All drivers will only be authorised to drive the minibus which also includes any other Trust minibus if they have undertaken MIDAS training. All related documents can be found on iAM Compliant.

- Mayfield School minibus risk assessment
- Minibus booking process
- Minibus insurance
- Minibus policy
- Risk survey

6.31 Training

Mayfield staff receive an annual Health and Safety briefing at the start of every academic year. New staff joining after the start of the academic year are provided with health and safety training as part of their induction process.

All staff complete Fire safety training bi-annually. Manual lifting and DSE training is completed by staff annually.

Staff who work in high-risk environments, such as in Design or PE staff teaching trampolining are given additional specialist health and safety training.

6.32 Accident and incident reporting

The school's accident/incident reporting system is managed by the medical room staff. All accidents, and any incident that doesn't cause harm but had the potential to, must be recorded/reported in the following ways.

- All events resulting in minor First Aid treatment will be recorded by the First Aider providing the treatment in the Medical Room book/online Meditracker system.
- Injuries leading to treatment out-side of school and/or absence from school/work must, in the first instance, be recorded by the,
 - Line Manager of the injured member of staff
 - Teacher who was supervising the student at the time.
- Injuries to students during their free time must be recorded by the member of the staff dealing with the incident.
- All injuries requiring out of school treatment, or incidents that could have resulted in serious injury must be reported (by the recorder) to the H&S Coordinator/Site Manager, who will ensure that any additional notifications, including where necessary, external/statutory reporting is properly completed.

Accident records

- 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.
 - As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book/online meditracker system will include the time, date, location, those involved and a description of the event and will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat
 - induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital

- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion.

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

6.33 Emergency response management

Portsmouth Local Authority's 'emergency response' guidelines have been adopted. The Emergency Plan is communicated to all staff and hardcopies are kept in the following locations:

- Main reception
- Site Manager's Office
- Headteacher Office
- Primary Leadership Office
- Human Resources Office
- Deputy Headteacher (secondary) Office

All members of SLT Exec and those with specific roles have a copy 'off site' (at home).

7. Monitoring

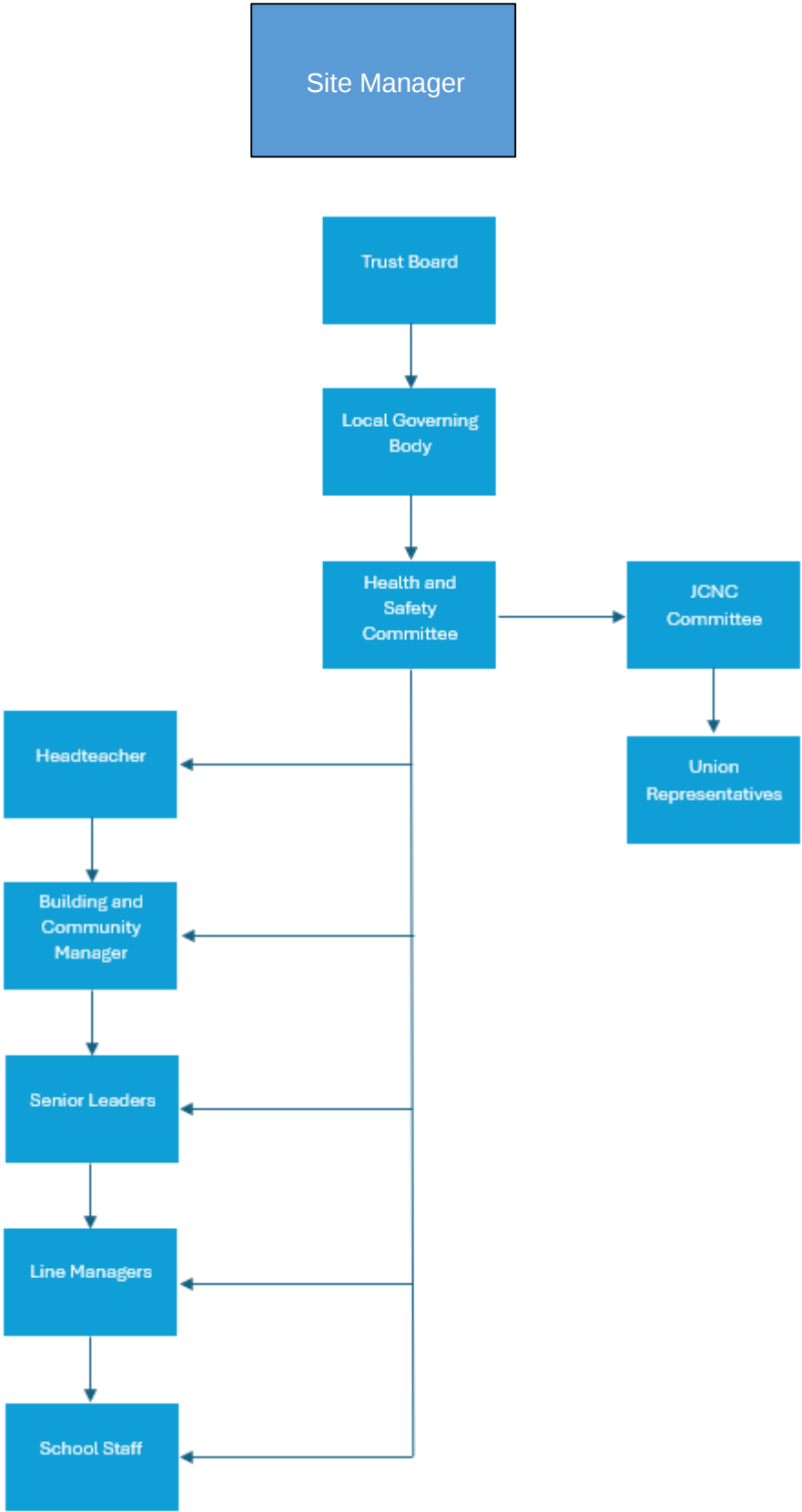
This policy will be reviewed by the Headteacher. At every review, the policy will be approved by the Academy Committee.

8. Further information

- Health and Safety information is displayed on the Health and Safety noticeboard in the staffroom.
- Health and safety advice is available from Portsmouth City Council, Corporate Health and Safety Manager/Advisor, 02392 841131

APPENDIX ONE

**MAYFIELD SCHOOL
HEALTH AND SAFETY ORGANISATIONAL CHART**



APPENDIX TWO

MANAGING MEDICINES IN SCHOOL

1. RATIONALE

Mayfield School fully recognises its responsibilities for managing medicines in school.

Students at some point will have short term medical needs when a course of medicine must be completed. For some student's medication may only be required at certain times e.g. Allergic reaction.

All medical information will be treated confidentially.

2. SHORT TERM MEDICAL NEEDS

Medicines should only be administered at school where it would be detrimental to a child's health if it were not administered during the school day.

3. LONG TERM MEDICAL NEEDS

Sufficient information about a student's condition and the likely impact on their learning and access to school should be provided. This information should be obtained prior to admission or as soon as a diagnosis is made.

A written health care plan, involving school, parents/carers and external professionals, may be necessary. A health care plan clarifies, for all concerned, the help that can be provided and should be reviewed on an annual basis or as required.

4. ADMINISTERING MEDICINES

- School must have parental written permission. A medical consent form must be completed.
- Medicines should be provided in the original container which includes the prescriber's instructions.
- The Medical Tracker is used every time a student visits the Medical Room and at any time that agreed medicines are administered. Parents / Carers are notified each time.

Staff should check:

- Child's name
- Name of medicine
- Prescribed dose
- Expiry date
- Instructions

Where care is needed with dosage, it is good practice to have a second adult witness.

Medicine should not be given if there is any doubt.

If a child refuses to take medicine, they should not be forced to do so. A written record on Medical Tracker should be kept and parents informed on that day.

Parents must keep school informed about any changes to instructions.

5. PRESCRIBED MEDICINES

Procedures for taking medicines during the school day

- Only when essential.
- Only when prescribed by a doctor or nurse.

- Only when provided in the original container with prescriber's instructions for administration.
- Only in accordance with the stated dose and recorded as such.
- Medicines that need to be taken three times each day can be taken out of school hours.
- Students must **never** be given another student's medication.

Controlled Drugs e.g. Ritalin

- Some drugs are controlled by the Misuse of Drugs Act and may be prescribed to students.
- School will look after controlled drugs and a named member of staff will administer them in accordance with instructions.
- Controlled drugs are locked in a non-portable container and a record kept of quantity and usage.

6. NON –PRESCRIBED MEDICINES

- Paracetamol is the only non-prescribed medication that can be given.
- Only when a medication consent form has been completed by parents/carers.
- Records should be maintained.
- Under 16s should **never** be given aspirin or medicines containing ibuprofen unless prescribed.
- Paracetamol should only be given once during the school day and noted on Medical Tracker.
- Students must **never** be given another student's medication.

7. DEALING WITH MEDICINES SAFELY/STORAGE

- Students should know where their medicines are stored and should have immediate access to them if appropriate e.g. Asthma inhalers.
- Medicines that are required in an emergency should **not** be locked away.
- Other non-emergency medicines should be kept in a safe place not accessible to students.
- If necessary, medicines should be refrigerated, with restricted access.
- Parents are responsible for the disposal of medicines. Medicines should be returned to students at the end of each term. Any uncollected medicines should be taken to the pharmacy for safe disposal.

8. EMERGENCY PROCEDURES

- Staff are made aware of procedure that apply to individual students.
- An ambulance should be called rather than taking a student to hospital by car.
- A member of staff must accompany a student to hospital and remain with them until a parent arrives.

9. SELF MANAGEMENT

Where possible students should be encouraged to take responsibility for their own medicine and its administration, under staff supervision. E.g. Asthma inhalers. Students who suffer from asthma should have immediate access to their medication throughout the day, with at least one full spare inhaler kept in the medical room.

10. PROCEDURES FOR TAKING MEDICINE DURING SCHOOL TRIPS

- Where possible, medical needs should not prevent a student from joining school trips.
- A decision about whether a student can go on a trip should be taken following a discussion with staff, parents and if appropriate other professional.
- If appropriate a risk assessment should be written.
- Staff must feel satisfied that the safety of all who join the trip will be ensured.

SPORTING ACTIVITIES

- Where possible, medical needs should not prevent a student from engaging in sport.
- Any restrictions should be recorded in an individual health care plan.
- Staff should be aware of students who need to take precautionary measures before exercise.
- Staff leading activity must consider whether a risk assessment is required for any specific child/activity

FIRST AID

- First aid boxes are provided at the following locations; Reception, Medical Room, Site Team office, Primary classrooms.
- In event of needing first aid assistance, either: -
 - Locate the nearest first aider
 - If an ambulance is required, call "999", then inform Reception. Reception are to inform the emergency services where and then to co-ordinate with staff via the walkie talkies.
 - Transport to hospital:
 - No casualty should be allowed to travel to hospital unaccompanied. The Medical Room Lead will designate an accompanying adult in emergencies where a parent(s) is unable to.

APPENDIX THREE

STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities. We will co-operate and co-ordinate with students, parents, partnerships, contractors, sub-contractors, employers, Portsmouth City Council departments, Salterns Academy Trust and all other users of the site in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve the arrangement
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

I confirm I have read the Health and Safety Policy and I am aware of my personal responsibilities.

I confirm I have made myself aware of all the procedures including the emergency evacuation of the buildings.

Signature:

Date:

Print Name: