



Southfields Primary School

Health and Safety Policy

Statutory policy approved by the Finance and Resource Committee

Date agreed: 22nd March 2024

Review Date: November 2024

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the policy will also be available in:

- The Staffroom
- The Head's office
- School web site

This will ensure that the policy is readily available to visiting teachers, support staff and parents.

Southfields Primary is totally committed to social justice and improving life chances for potentially vulnerable children. It is dedicated to sharing its work and findings beyond the school to improve outcomes for as many children as it can reach and has a particular specialism in Speech and Language development.

School Health and Safety Policy Statement

School Governors and the Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation, the Governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Governors and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- Maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- Provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- Bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.

In addition to assist in the proper implementation of this policy the Governors and Headteacher will:

- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- Bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

This statement of policy was approved by the Finance and Resource Committee on 21st November 2023.

1. Health and Safety Representatives and Organisation

Title	Name
Chair of Governors	Mr J Durance
Headteacher	Mrs L Martin
TA Team Leader	Mrs C Hilton
School Health and Safety Coordinator	Mrs L Martin/Mrs C Dale
Site Manager	Mr J Walker
Senior Lunchtime Supervisor	Mrs L Arnold
PA to the Headteacher	Mrs C Dale
Chair of the Finance and Resources Committee	Mr B Rush

Health and Safety and Welfare Advice & Training

Peterborough Council's Health & Safety Manager
Lead Health and Safety Officer for Peterborough
Crime Prevention Officer
Assistant Crime Prevention Officer
Corporate Health and Safety Training Contact

Fire Control/Emergency Evacuation

Fire Safety Officer Peterborough City Council
Nominated Premise Fire/Emergency Leads – Mrs L. Martin/ Mrs C. Dale/ Mr J. Walker

Reporting and Recording of Accidents

Persons nominated for the documentation of accidents, diseases, dangerous occurrences, and incidents of violence
Mrs L. Arnold

Health and safety (First-aid) regulations 1981

Lead Certificated First Aider
Mrs L. Arnold and Mrs L. Martin

Educational Visits and Risk Assessments Co-ordinator (EVC)

Miss K Tangl/Miss E Cope

Asbestos and Legionnaires Coordinator

Mr J. Walker

Portable Electrical Appliance Testing

Mr J. Walker

Control of Substances Hazardous to Health Assessment Co-ordinator

Mr J. Walker

2. Responsibilities of Nominated Personnel

2.1 School Governors

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy Statement, Organisation and arrangements
- will cause the Health and safety Policy to be translated into effective action at all levels within the school
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- will ensure that Health and Safety is put on the agenda of every main governor meeting
- in liaison with the Headteacher, will ensure that professional safety advice is available and that a safety officer for the premises is appointed
- will make adequate financial provision for carrying the policy into effect
- will cause the effectiveness of the policy and safety performance of the school to be monitored
- will cause the health and safety policy to be amended whenever necessary
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school
- will nominate a governor to sit on the Safer School Initiative Committee

2.2 The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements
- will appoint persons as listed in the organisation so as to deal with the day to day issues on Health, Safety and Welfare
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance of the school and take such steps as may be necessary to improve performance
- will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for the formulating and execution of the Health and Safety training policy for staff, in order for them to undertake their work

safely

- Will ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school
- will ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters
- will provide ongoing recommendations and present an annual report on Health and Safety to the governing body.
- Will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.

2.3 The School Health and Safety Coordinator

- will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc.,) working with the school administrator.
- Will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular, they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher –as soon as possible and a note made in the Defects Book for subsequent repair by a competent person. The Site Manager will be responsible for checking those items of electrical equipment which are provided for cleaning purposes.
- will liaise with outside Safety Advisers (e.g. Corporate Health and Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc.), The Fire Prevention Officer, etc.
- will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.
- in all health and safety issues dealt with by the appointed School Safety Coordinator, expert advice will be sought from the Corporate Health and Safety Team at PCC when appropriate.

2.4 Teaching Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected

- by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in LA technical papers, and in specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and BAALPE;
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management or the Safety Adviser as appropriate.

2.5 Support Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher

2.6 Site Manager

- will ensure that staff under his immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, pupils and others;
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- will liaise with Property Services/outside bodies on matters of health and safety relating to electricity, gas, water supplies
- waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will be able to manage asbestos in the building and be familiar with the Asbestos Register.
- will ensure that the school transport system includes for safety repairs to be carried out where necessary and be maintained in a safe condition;
- will promote an interest in, and enthusiasm for Health and Safety throughout the school.

3. Governors

3.1 Terms of reference

- In conjunction with the Headteacher to monitor and generally keep under review, the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Headteacher or the Committee any items of concern.
- With the Headteacher, liaise, as appropriate, with the School's Building Surveyor over the establishment of the list of necessary repair and maintenance items to be undertaken.
- To, in conjunction with the Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism etc.
- To consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from Peterborough City Council or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
- To be responsible for the co-ordination and successful completion of any self-help projects approved by the Governing Body.
- To draft for full Governing Body approval a written Health and Safety Policy for the School.
- To monitor and keep under review the Governing Body's Health and Safety Policymaking recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
- To recommend to the full Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- To make arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse.
- To ensure that all security measures and procedures, including signage and lighting are in place.

3.2 Membership

- The school has responsibility for health and safety through the sites and building aspect of the Finance and Resources committee formed with Governors and the Headteacher invitations also extended to the Site Manager and Grounds where appropriate.
- The committee shall appoint its own chair at its first meeting in each academic year.
- The Headteacher, any teacher, Governor, or anyone else employed at the school appointed to the committee shall not be chair.
- In the event of a vacancy arising on the Committee, a successor shall be appointed by the Governing Body at its next meeting following receipt of the

- resignation.
- The Governing Body will appoint the Clerk who shall not be the Headteacher.

3.3 Quorum

- The quorum for any meeting shall be 3 members.

3.4 Meetings

- The Committee will meet three times a year to fulfil its responsibilities and to meet any prescribed deadlines.
- Meetings of the committee shall be called by the clerk to the committee and seven days' notice will be given with an explanation of the purpose of the meeting. (Terms of Reference attached).

4. Health and Safety – A sub-section of the Finance and Resources Committee

The school recognises that it must establish Health and Safety representation from the Governors when requested, in writing to do so, by at least two safety representatives.

4.1 Terms of Reference

- The study of accidents and notifiable disease statistics and trends, so that reports can be made to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act.
- Consideration of reports which safety representatives may wish to submit.
- Assistance in the development of safety rules and safe systems of work.
- A watch on the adequacy of safety and health communication and publicity in the workplace.
- The provision of a link with the appropriate enforcing authority.

4.2 Membership

- The committee shall comprise of 4 members appointed from the Governing Body.

4.3 Quorum

- A quorum shall consist of at 3, comprising the Head or Chair and 2 others.

5. School Health and Safety Policy Arrangements

5.1 Access on to and exit from the school site

- The school premises are organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner.
- Signs and lines have been put in place for designated parking e.g. disabled, staff, and visitors. Barriers are in place to ensure children cannot come into

- contact with the vehicles when walking along the foot paths.
- Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure they only park in the appropriate bays and do not block the entrances. Parents/carers/guardians are responsible for their children until handed over at the door.
- In partnership with Peterborough City Council, the school abides by a restricted traffic order which closes the road in front of the school between Southfields Drive and Stukeley Close between the hours of 8.35 and 8.50am and 3.10 and 3.20pm. The restricted traffic order is available to view at the school main office.

5.2 Accidents and reporting

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) require that Employers report:
 - all fatal and specified major injuries,
 - any injuries that result in the inability of an employee to work more than 3days,
 - Or any injury which results in a person being admitted to hospital for more than 24hours.
- The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience
- The Peterborough Accident Reporting System form must be used. Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The Nominated Person, Mrs S. Bream, must immediately notify Peterborough City Council Health and Safety Team by the quickest practicable means during office hours. They will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the Council Accident Report Form.

Reporting an Incident out of hours.

- It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly. Either by phone or go online. Instructions are available online.
- If there is any uncertainty to what needs reporting staff can contact Peterborough Health and Safety Team for advice and support. Staff should be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.
- The report form will be signed/completed by the Headteacher or nominated senior member of staff in their absence.
- In addition to the completion of the appropriate form, it is useful to ensure that a note of all telephone notifications is made, including:
 - the time of the call

- the name of the caller
- what details were given of the event being notified
- Also see section 5.10 for recording minor injuries and first aid treatment.

Reviewing accidents

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the Governors' Resources Committee with Health and Safety Responsibilities for consideration of further action.

Staff must be aware of the following:

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries. Parent slips are kept by the accident book in the Administrator's Office.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet.

5.3 Asbestos

- Staff will be informed of asbestos where necessary to ensure they have an awareness of the siting of any asbestos and how it is being managed within the school and what to do in the event of an emergency.
- Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns they must contact the Business Manager and/or Site Manager.

5.4 Bad weather contingency plans See 'Critical Incident Plan'

- Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

5.5 Confidential Counselling Service

- The school acknowledges that the School provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details through the update minutes at the beginning of the year. This counselling is not only linked to school support but also home, marital/relationship and also financial support.

5.6 Contractors

- All contractors working on the school premises are to report to the school office prior to starting work. They must read and sign the ASBESTOS book and will be expected to operate within the guidelines set.
- All contractors will be informed of the School's emergency procedures.
- For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Peterborough City Council and

current health and safety legislation. Close liaison between the City representative and the site manager, contractors must be maintained.

- The above will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

School safety arrangements regarding contractors

Peterborough City Council assesses the safety credentials of a contractor and these contractors will be listed on the approved list and registered. This list must be checked before awarding the work.

The following are factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary; right of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc., Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire-fighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractor's work areas;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

5.7 Control of Substances Hazardous to Health (COSHH)

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Coordinators (Mr W Eddings) will:

- Identify and control these substances, minimising the risk of exposure to staff and others.
- Ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a Peterborough City Council COSHH assessment form will

be used to ensure conformity. Copies of these documents will be available in the Site Managers Office

- Ensure **all users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- Ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- Ensure equipment is used as instructed.
- Ensure personnel protective equipment/clothing is available and used when required (See Section 5.16 PPE.)

All Staff must be:

- Alert to the potential dangers of allowing pupils to bring their own pens into school. Spirit based items are not allowed.
- The use of solvent based "Tippex" will be controlled by the school office.
- Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Site Manager/Business Manager.

Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in school in the cleaner's cupboard as well as under the sink in the classroom if substances are used within the classroom.

5.8 Display Screen equipment – (visual display users)

- Staff who use computers including laptops must ascertain whether they are classed as users. (E.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment.
- Speak to the Administrator/Business Manager who will be able to give you a copy of the self-assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to the Administrator/Business Manager who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further advice can be obtained from Health and Safety Team, details in section 2.

5.9 Fire Safety

- The **Fire Risk assessment is sited** in the Business Manager's Office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by the Business Manager annually. As a result of the assessment, if any precautions are identified the school treats them with high priority. The Fire Policy statement is kept with the Fire Risk Assessment.
- Notices of fire procedures are fixed to visible sites around the school and in every classroom Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use. The Site Manager

checks all firefighting and detection equipment annually to ensure they are within the "use by" date as is the statutory requirement. In addition, there is an annual check of all fire extinguishers by an approved contractor.

- The fire alarms are tested weekly by the Site Manager and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept in the book found in the Site Manager's Office.

Notices around school have the following information:

Please see Full Fire, Bomb and lock down policy

In case of fire:

- 1. The alarm will sound.**
- 2. Pupils and staff will walk out of school by the nearest safe exit.**
- 3. Classes line up in the designated areas on the playground.**
- 4. Office staff to take Attendance Registers and visitors book out.**
- 5. Teachers should check that all children in their classes are out of the building.**
- 6. DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.**
- 7. Await further instruction before returning to the building.**
- 8. If it is a bomb alert COLLECT personal belongings if safe to do so before leaving the building.**

Fire drills take place every term. Details are recorded and notes made of any problems which needing remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered.
- The Fire Brigade will be summoned by the School Administrator but in circumstances where the Administrator is not at school, once everyone has safely left the building and moved to a place of safety. A delegated member of staff will ensure that the Fire Brigade is summoned.
- All staff will sweep their designated areas and report to the 'Person in Charge'.
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the office staff will take the registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the School Office and sign the appropriate 'Visitors' system and ensure they are familiar with the fire precautions. Office staff must remind visitors to read the emergency arrangements.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.

- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

5.10 First Aid

- The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.
- If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.
- The school seeks to ensure that at least 2 members of staff have received training on a first aid course and two other members of staff have the additional paediatric training.
- The training is provided by Peterborough City Council Occupational Health Team who has been approved by the Health and Safety Executive. Copies of the First Aider's certificates are displayed in reception or see section 2 for names of all the First Aiders within the school.

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations:
 - a) In the School Office,
 - b) in the Staffroom,
 - c) in the kitchen by the hall.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished, by the first aider, as soon as possible after use in order to ensure there is always adequate supply of all materials. (Additional supplies are stored in a cupboard in the Staffroom) The First Aider on duty is responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders. The names of persons nominated to deal with first aid can be found on the wall in the Staffroom.

Recording First Aid Treatment

- Records of all incidents treated will be recorded in staff accident book for pupils/students. If fault within the premise/activity is the reason this must be recorded immediately using Health and Safety procedures.

Administration of Medicines

- First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse. Paper work will be monitored by Mrs L Arnold weekly and will be signed off as part of this role within the school.
- Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a book to confirm this. The school policy is that 2 members of staff will be present when having to administer the medication or pupils or pupils administering their own medicine. Paper work will be monitored by Mrs L Arnold weekly and will be signed off as part of this role within the school.
- Medicines are kept in a cupboard or fridge within the School main office medical area. Please see detailed policy for more information before administering and accepting medicine or any sort from parents or children.
- Parents/Guardians will need to fill in a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date. Please also see policy for more information.

5.11 Housekeeping

The school has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the pupils.

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Manager should be contacted to assist.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by the Cleaning Staff overseen by the Sites and Building Manager Mr Eddings
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher/person with delegated responsibilities for health and safety.

Lone Working

- It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.
- In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the staff

room.

- Any staff wishing to work outside normal school hours must have prior agreement/permission from Headteacher.
- Also see further clarification for school security and staff/governors responding to call-outs

5.12 Manual Handling

- The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore, it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided.
- A specific manual handling risk assessment will be undertaken for the task/activity and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.
- Those staff who undertake manual handling will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

General manual handling guidance for all staff

To avoid manual handling injuries, you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable.

5.13 Transport use

- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Headteacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use booster pads. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used**.
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers'

or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

5.14 Out of Hours use of school premises

- Consideration will be given to persons using the premises outside school hours in order to ensure their safety.
- A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.
- There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire risk assessment. If necessary, further advice will be sought from the Fire Safety Officer details are in Section 2.
- Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures.

5.15 Parental/Adult Help

- All parents and adults must be DBS (police) checked if they offer to help with clubs, transport or any other school activity.
- When using their own car, they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.

5.16 Personal Protective equipment (PPE)

- PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.
- PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.
- A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.
- There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.
- Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

5.17 Portable electrical appliance testing

- The Headteacher will oversee that the delegated responsible person (Site Manager) is responsible for ensuring that all portable electrical equipment is tested annually by an approved contractor.
- A register of all such electrical equipment used in the school is kept in the Site Managers office.
- No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.
- The Site Manager, will be responsible for co-ordinating the registration, inspection and testing of equipment. (See section 2 for name person responsible).
- All staff will be informed/instructed to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date etc.
- All hard wired electrical instalments are maintained by Property Services Peterborough City Council at least every 5 years unless changes have occurred.

5.18 Risk Assessment

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded on the approved Peterborough City Council risk assessment which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator(s).

- Risk assessments will be carried out before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last visit.
- All P.E. activities have been risk assessed including the use of the outdoor play equipment.
- For staff who do not feel confident to undertake a risk assessment there is additional guidance available.

5.19 School Security (Safeguarding)

This will be monitored at least annually by Peterborough City Council's Safeguarding Board and the Prevention Officer.

- Gates are locked at the same time each day in the morning at 8.45am and after school at 4.30 pm, after which time access to school is through the main entrance. After school clubs use the agreed pick up points. Unless a trip is due back at another time then separate arrangements will be made by the EVC coordinator, Headteacher and Caretaker.
- Office staff monitors those that come to the door at reception before

- deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge. The main doors have good locking mechanisms.
- The school is fully alarmed in Zones.
- Some teaching staff, Headteacher, Deputy Head and Site Manager has a set of keys to access the school at any time. They can also activate the school's electronic security system. The School Sites and Building manager has a full inventory of key holders and keys that have been allocated.
- Anyone working with or giving lifts to the children has been DBS check.
- All electrical devices are annually tested. (See check list – Sites and Building Manager)
- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.
- Once a year a drill to evacuate the playground and field will take place this will be recorded by the Phase Leaders who will oversee their own Phase.
- The edges of the steps around the school are marked with yellow lines.
- Blinds/curtains have been installed in all classrooms and corridors for security, the classroom blinds/curtains are closed at the end of each school day.
- All staff have been made aware of the Health and Safety at Work Act 1974, and associated legislation through a poster in the staffroom.
- A HSE Health and Safety Poster will be displayed in a prominent position around the school and updated and overseen by Mr Eddings (Site Manager)
- The Site Manager is responsible for the security of the school at the end of the day and during school holidays by ensuring that doors, windows, skylights etc. are secured. **All staff have responsibilities for ensuring their classroom windows and doors are shut and lights and computers and other electronic equipment is switched off at the end of the day. They also must ensure that Laptops and I Pads are stored safely out of site overnight and weekends.**

Responding to call outs

The systems that are in place are:

- The following persons are the school's nominated representatives who will respond in the event of an out-of-hours call out Mr Eddings (Site Manager) Mrs Martin (Headteacher) Mrs Arnold (Health and Safety Representative closest to school).
- The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised e.g. All nominated staff have planned training on how to access the building from Peterborough health and safety Team

Call out arrangements

- The school has introduced call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

Police Attendance

- In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.
- Following any event, the risk assessment should be reviewed and further control measures implemented where appropriate parking e.g. staff, visitors. Barriers are in place to ensure children cannot come into contact with the vehicles when walking along the footpaths.
- Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure they only park in the appropriate bays and do not block the entrances. Parents/carers/guardians are responsible for their children until handed over at the door.

5.20 Accidents and reporting

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) require that Employers report:
 - all fatal and specified major injuries,
 - any injuries that result in the inability of an employee to work more than 3days,
 - Or any injury which results in a person being admitted to hospital for more than 24hours.
- The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience
- The Reporting Legal System is completed by the school with Mrs L Arnold leading this work with allocated logins and training to completed the forms which must be used. Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The Nominated Person, (NAME or See section 2) must immediately notify Peterborough City Council's Corporate Health and Safety Team by the quickest practicable time. They will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the appropriate system.

Reporting an Incident out of hours

- It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly. Either by phone or online.
- If there is any uncertainty to what needs reporting staff can contact the Corporate Health and Safety Team for advice and support. Staff should be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

- The report form will be signed/completed by the Headteacher or nominated senior member of staff in their absence.
- In addition to the completion of the appropriate form, it is useful to ensure that a note of all telephone notifications is made, including: -
 - the time of the call
 - the name of the caller
 - what details were given of the event being notified
- Also see section 5.10 for recording minor injuries and first aid treatment.

Reviewing accidents

- An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the Governors' Resources Committee with Health and Safety Responsibilities for consideration of further action.

Staff must be aware of the following:

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries. Parent slips are kept by the accident book in the Administrator's Office.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet.

5.21 Asbestos

- Staff will be informed of asbestos where necessary to ensure they have an awareness of the siting of any asbestos and how it is being managed within the school and what to do in the event of an emergency.
- Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns they must contact the Business Manager and/or Site Manager.

5.22 Bad weather contingency plans See 'Critical Incident Plan'

- Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

5.23 Confidential Counselling Service

- The school acknowledges that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details by contacting the PA to the Headteacher or any member of the Senior Leadership Team.

5.24 Contractors

- All contractors working on the school premises are to report to the school office prior to starting work. They must read and sign the red ASBESTOS book

and will be expected to operate within the guidelines set.

- All contractors will be informed of the School's emergency procedures.
- For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Peterborough City Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained.
- The above will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

School safety arrangements regarding Peterborough City Council assesses the safety credentials of a contractor and these contractors will be listed on the approved list, registered. This list must be checked before awarding the work.

The following are factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary; sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc., Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire-fighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractor's work areas;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

5.25 Supervision of pupil's arrangements

- The school will be open from 8.35 am to 3.15 pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangement at the beginning of the school year and reminders sent throughout the year when necessary. Pupils are not allowed on the school site before these times or after and letters and charges will be made if Child care is needed at £20 per hour (Due to the cost incurred of

- emergency cover staff to cover supervision arrangements)
- The school arrangements must contain the following:
 - Supervision ratios & locations between school opening and lesson start time
 - Supervision ratios & locations at break and lunchtimes
 - Supervision ratios & locations between end of lessons and school closing time
 - Areas to be used by pupils outside lesson times
- The exception to this rule would be if pupils had a letter to attend a club and then they would be picked up at the agreed place by the parent/carer at the agreed time (Again if parents/carers are late a charge would be made to access emergency cover staff)
- Another acceptance would be where a parent had booked a child into the after school or breakfast club which run from 8am until 6pm each day again drop offs prior to this time or after will also incur a charge if members of staff have their time extended see explorer policy.
- Systems put in place for pupil's safety are important and picking up late even 5 or 10 minutes is unfair to staff and will be reported to the Headteacher, Or Senior Phase Leaders. If this continues this will be reported to the Education Welfare officer and Local Authority as neglectful behaviour.

5.26 Violence

- The School follows Peterborough Council's Policy and Guidance on Violence at Work. All staff are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse.
- Staff are aware:
 - Of the city council's arrangements available to victims of violence at work.
 - That they have meetings with potentially hostile parents in the presence of another member of staff.
- Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required.

5.27 Visits and Journeys

Peterborough Councils Visits and Journeys Guidance are used and the Educational Visits Coordinator (EVC) is listed on page 4 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. (N.B. If the EVC is not the Headteacher then the EVC must make sure the Headteacher countersigns the approval documents including the risk assessment.)

Risk assessments for Educational visits

Please see further details in the EVC policy

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC for

approval.

- They will read/be aware of the Peterborough City Council Educational Visits and Journeys Policy.
- They must ensure the ratio of adults to children will comply with national guidelines and Peterborough Council's Guidance and approved by the EVC\Headteacher.
- They must get the consent of every child's parents/guardian before taking them on a visit. On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must remind children to wear seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

5.28 Work equipment

- Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.
- The equipment must be suitable and fit for purpose. Therefore, before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:
 - Consideration will be given for the installation, storage and positioning of the equipment.
 - Training and use of the equipment will be required and where practical provided by the companies that provide the equipment.
 - The equipment will be maintained to ensure the equipment remains in good condition by the Site Manager/or will be under contact for maintenance and repairs either via Peterborough City Council - Property Services or the Supplier.
- It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.
- The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the Site Manager's Office.

6. Monitoring and Review

- Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.
- The Headteacher and the Finance and Resources Committee will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment which is required by the Local Authority.
- The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:
 1. All accident/incident reports

2. All advisory reports received
 3. All termly audit reports (where appropriate)
 4. The annual audit report
 5. Incident reports i.e. near misses and violence
 6. Other information about changes in requirements as they occur.
- Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

Signed:

Headteacher
Laura Martin



22.03.2024

Chair of Governors
John Durance



22.03.2023