

Health and Safety Policy

St Mary Magdalene CofE Primary School



Approved by:	Finance and Resources Committee	Date: 8.11.23
Last reviewed on:	Nov 2023	
Next review due by:	Nov 2024	
Based on a policy from:	Southwark LA	
Written by:	Anna Harding	

St Mary Magdalene CE Primary School Health and Safety Policy

As a Church of England School, we recognise that each person is valuable, precious and **unique** before God. Our school is a community based on **trust, honesty and love**. We aim to live in **peace** with each other and to **forgive** those who have wronged us, as taught and demonstrated in the life of Jesus. We seek to foster in our members **wonder** in discovery, **thankfulness** for what we have, **compassion** for others and **hope** for the future. We therefore strive to ensure that our delivery of the curriculum meets the needs of each individual and helps foster an environment where the motivation for all to achieve and reach their full potential is at the core of our commitment.

Vision Statement

Building on a foundation of Core Christian Values, we inspire and equip our children to acquire confidence, encouraging a thirst for lifelong learning.

'I can do all things through Christ who strengthens me,' Philippians 4: 13.

General

The Governing Body of St. Mary Magdalene CE Primary School recognises its responsibilities under the Health and Safety at work etc. Act 1974 (HASAWA) and the Management of Health and Safety at Work Regulations 1999 to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

Responsibilities

The Governing Body

The responsibility for ensuring that health and safety within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:-

- (a) Make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and Management of Health and Safety at Work Regulations 1999.
- (b) Have in place procedures to identify hazards and evaluate risk control measures.
- (c) Create a management structure and periodically monitor its effectiveness.
- (d) Ensure a governor attends any health and safety briefings being held by the LA.
- (e) Have Health and Safety on the Agenda at Governing Body meetings.
- (f) Ensure the Headteacher, as the Key Manager for Health and Safety, carries out the appropriate responsibilities.

The Governing Body will:

- (a) Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- (b) Ensure that half termly health and safety inspections are carried out.
- (c) Arrange for risk assessments to be carried out by a competent person (Premises Manager).

- (d) Put into effect any remedial measures or refer as necessary to the Governors
- (e) Consult with members of staff on health and safety matters particularly any accredited staff safety representative.
- (f) Attend health and safety briefings and training arranged by the LA.
- (g) Report regularly on Health and Safety matters to the Governing Body.
- (h) Ensure that the school ensures contractors on site follow safe working

Other Duty Holders

Senior Leadership Team/Subject Leaders

All curriculum subject leaders will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area responsibility.

As part of their day-to-day responsibility they will ensure that:

- (a) Safe working methods are in place.
- (b) Supervision is adequate and training needs met.
- (c) Safety and requirements for resources and equipment are in place and are adequate.
- (d) Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
- (e) Any hazardous substances are correctly used and safely stored.
- (f) Standards of health and safety are monitored and appropriate remedial action is taken where required.

Premises Officer

The Premises Officer has particular responsibility for security and premises related issues and will:

- (a) Co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises.
- (b) Report defects so that appropriate remedial action can be taken.
- (c) Regularly test the fire alarm system and record findings (weekly).
- (d) Ensure that compliance checks are carried out within the specified timelines and appropriate certificates obtained.

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to:

- (a) Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- (b) Co-operate with all health and safety arrangements.

- (c) Report any defect or other health and safety matter that they are aware of.
- (d) Use correct equipment, tools and safety and protective clothing issued.
- (e) Complete risk assessments for trips and / or high risk activities being conducted in the classroom or playground. Our risk assessment process includes:
- Checking for hazards and risks indoors and outside, and in our activities, equipment and procedures.
 - Risk assessments for adults and children
 - Deciding which areas need attention
 - Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain checklists of health and safety issues, these are checked:

- daily before the school day begins;
- weekly; and
- Termly - when a full risk assessment is carried out.

Premises Hire

Any hirers of the premises have the responsibility to ensure that they use it correctly. The Governing Body recognises its duties as controller of premises and will ensure that:

- (a) Premises hired are in safe condition for the purpose of hire.
- (b) Arrangements for emergency evacuation are adequate.
- (c) Fire fighting equipment is in place and in operational condition.
- (d) Insurance requirements are met.

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk, by circumstances relating to the premises that are outside their control. The Headteacher will therefore ensure that where contractors are appointed directly by the school:

- (a) Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- (b) Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

Communication

All staff are made aware of communication channels within the school and within the Authority for health and safety. The Headteacher will ensure that all health and safety guidance and advice is kept together

in the safety file in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

Staff Consultation

The Governing Body and Headteacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives.

Operations Committee

Health and safety matters will be dealt with by the Operations Committee.

Safety Practices

Guidance issued by the Health and Safety Executive, Department for Education and Southwark Education and Leisure Services Department will be incorporated into the school's procedures. These arrangements will be discussed at the appropriate safety committee and any significant issues relayed to relevant staff.

Asbestos management

The school was built in 2001 and contains no asbestos. No asbestos has been brought onto the premises.

Risk Assessment

The Headteacher will ensure that a risk assessment is carried out for the premises and working methods. The assessment will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

Risk assessments include –

- **'Fire' risk assessment** – carried out by Workplace Fire and Safety Ltd –.
- **'Health and Safety' premises risk assessment** – carried out by the Headteacher and Premises Manager– termly.
- **'School Trip' risk assessment** – carried out by the class teacher two weeks in advance of school trip.
- **'COSHH' risk assessment** – carried out by the premises manager to ensure minimum risk to any staff using chemical.
- **Work experience and young people working in school** – risk assessment to be done prior to commencing work or placement.

Outside equipment – visual carried out by the Premises Manager termly. This applies specifically to Muck & Miracles, raised garden and Reception class outside learning space.

Indoor Gym Equipment – inspection carried out annually by suitable company.

Display screen equipment (DSE)

Guidance on using display screen equipment will be provided on induction of new staff. Annual checks will be conducted to ensure equipment and workstations meet standards.

New and expectant mothers

The school follows HSE guidance for the new and expectant mothers. Risk assessment will be carried out by line managers. Information can be found on the shared file.

Managing violence at work

Abuse of staff and workers on site will not be tolerated; information regarding abuse is located on the shared file.

Infectious diseases

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they recover or no longer pose a threat to others. The school follows recommended guidelines as set out by the "Public Health England – Guidance on infection control in schools and other childcare settings" for exclusion. Special care is to be taken particularly when expectant mothers are on site.

Safety Practices

Safety practices include –

- **First Aid procedures-** which ensure that all injuries whether minor or more serious are dealt with correctly. (See procedures in Health and Safety file).
- **Stress policy and procedures –** which provides practical advice on what staff can do to assess and prevent work-related stress and to comply with health and safety law. (See policy and procedures in Health and Safety file).
- **Ladder policy –** which ensures safe procedures for any task requiring a ladder. (See policy in Health and Safety file).
- **Procedures for lone workers –**which ensures that staff safety is given full consideration should they be working on their own in the premises after 6 o' clock in the evening. (See procedures in Health and Safety File).
- **Procedures for school trips –** which ensures that any visit complies with all health and safety regulations. (See Health and Safety file).
- **Emergency Plan –**which ensures that in cases of extreme emergency e.g. fire, explosion, violence, widespread disaster, -there are arrangements in place to move the children/staff to another site. (See emergency plan in Health and Safety File).

Hazardous Substances

All cleaning and hazardous substances are kept secured and have the relevant COSHH information stored in the Premises Managers office. Guidance for dealing with spillages and accidents with any of the materials will be stored in the Premises Managers office.

Electrical safety

Every electrical item is PAT tested on a regular basis (portable appliance testing). All items are marked and documented. Hard wiring is tested every 5 years.

Smoking

Smoking is not allowed anywhere on the school site, in accordance to the law. Staff wishing to smoke must leave the premises during official breaks. Information and support can be located on the shared file.

Legionella

All water tanks and air conditioning units are regularly maintained by external contractors and an approved system of flushing of water pipes is carried out weekly and after long breaks.

Kitchen Safety

The kitchen has its own health and safety policy and the school has a copy of it available.

Shared Accommodation

The head of each separate educational establishment has been designated the Key Health and Safety Manager and therefore has the responsibility for producing a local statement for his or her establishment. Where two or more establishments share the use of single premises, (e.g. the school which is used in the evenings by Play Centre or Youth Centre) each Key Manager has the responsibility to include in the Local Statement references to activities peculiar to his or her own establishment. However, there will be health and safety problems common to all users. For example: hazards associated with the building, and the Key Managers who share accommodation should discuss those sections of their local statement which refer to the areas they have in common and cover these by a joint statement which each Key Manager can incorporate into their own statement.

Any "incidents" which result in a hazardous environment for children or staff which become apparent during one occupation of the premises, must report the "incident" to the Premises Officer or School Business Manager immediately, i.e. windows broken during the Play Session.

Fire Precautions

The school has a contract for the maintenance of Fire Alarm System and Fire Fighting Equipment.

Procedures

Procedures in the event of fire have been prepared and circulated to all staff. These procedures conform to the Health and Safety update 92/01. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

Fire Drill

A fire drill will be held at least once a term and significant details recorded in the Fire Log. Fire/emergency scenarios are set up during fire drills

Testing

The fire alarm will be tested weekly, using a different call point each time in rotation and the findings recorded in the fire log.

Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with Southwark Education and Leisure Services Department Policy. **The pupil accident book, Employee accident book and HS1, HS3 Report forms are kept in the Admin office.**

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Council's Health and Safety Unit. The Key Manager or deputy will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

Additional help is available in "Health & Safety A Managers Guide" Part 1 and health and safety update circulars no's. 97/14 and 97/12.

Accident Reporting

All completed accident forms should be sent to the Department Safety Advisers based at Southwark Council -160 Tooley St SE1 2TZ.

Support is available at all times for any complex investigations.

First Aid

The names of staff who are qualified in first aid is included in appendix 1.

First Aid Box can be found in: The medical room, classrooms, staffroom and the admin office

Health and Safety Contacts

The names of staff who are the Health & Safety contacts is included in appendix 1.

1 Evacuation - School Grounds

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined Assembly Point at the far end of playground by the goal posts.
- Specific arrangements must be made for pupils with disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- Anyone who is not in class when the fire alarm sounds must go immediately to the nearest assembly point.
- No one is allowed to re-enter the building until the fire drill is completed

2. Assembly - Outside School Grounds

- An area outside the school premises must be designated as an assembly point.
 - **Pupils** – Through main playground gate along far side of Pilkington Road
 - **Head Teacher, Office staff, Premises Manager and Kitchen Staff** – in the event of real fire or emergency must leave school building via main entrance and walk along the outside of perimeter fence to join staff and pupils in Pilkington Road
- It must be clearly marked and easily identified by any person who is expected to be in the school premises.
- The assembly point must be clearly marked and easily identified by any person who is expected to be in the school premises.
- The assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

3. Roll Call

- One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Attendance registers and visitors book should be held at a central point and must be brought to the assembly point when the alarm sounds.
- As soon as classes have assembled at the assembly point, a head count and then a roll call can be made to ascertain that no one remains in the premises.
- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.
- Any visitors or contractors in the premises at that time must be included.
- The count at the assembly point must be checked with the attendance registers, visitors book and staff register to verify that everyone is out of the building.

In the event of fire being discovered**Alarm Operation**

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

Calling the Fire Brigade

- In the event of a fire, the Headteacher is responsible for ensuring the Fire Brigade is called.

Meeting the Brigade

- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.
- Zone map must be made available for fire brigade. This map is available on the back of register trolley

Typical information the Fire Brigade will want to know:

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc)

PROCEDURES IN EVENT OF FIRE

In the event of a fire or fire drill all staff must respond immediately to the following procedures –

Teachers must-

- Calmly line up the children at the exit door to the playground and escort them to the far end of the playground where the fire assembly sign is displayed
- Ensure that the children are quiet and orderly
- Do a register check to ensure that all children are present
- Alert the Headteacher or Admin Staff if any child is missing
- In no circumstances go back into the building or send anyone else back inside
- Wait until the all clear before returning to class

Support Staff must –

- Calmly line up with the children and escort them to the far end of the playground where the assembly point is (unless you have been nominated as a fire warden)
- Support the teacher in keeping the children quiet and orderly
- Alert the teacher if you are aware of any missing child
- In no circumstances go back into the building or send anyone else back inside
- Wait until the all clear before returning to class

Key Stage Fire Wardens must –

- Respond immediately to the alarm and check toilets, corridors or any other rooms to see if any children are there
- Escort any children in the toilets or in the corridor to the appropriate class at the fire assembly point
- Ensure that the teacher is informed so that the child can be checked with the register
- In no circumstances go back into the building or send anyone else back inside
- Wait until the all clear before returning to class
- Check the adult toilets

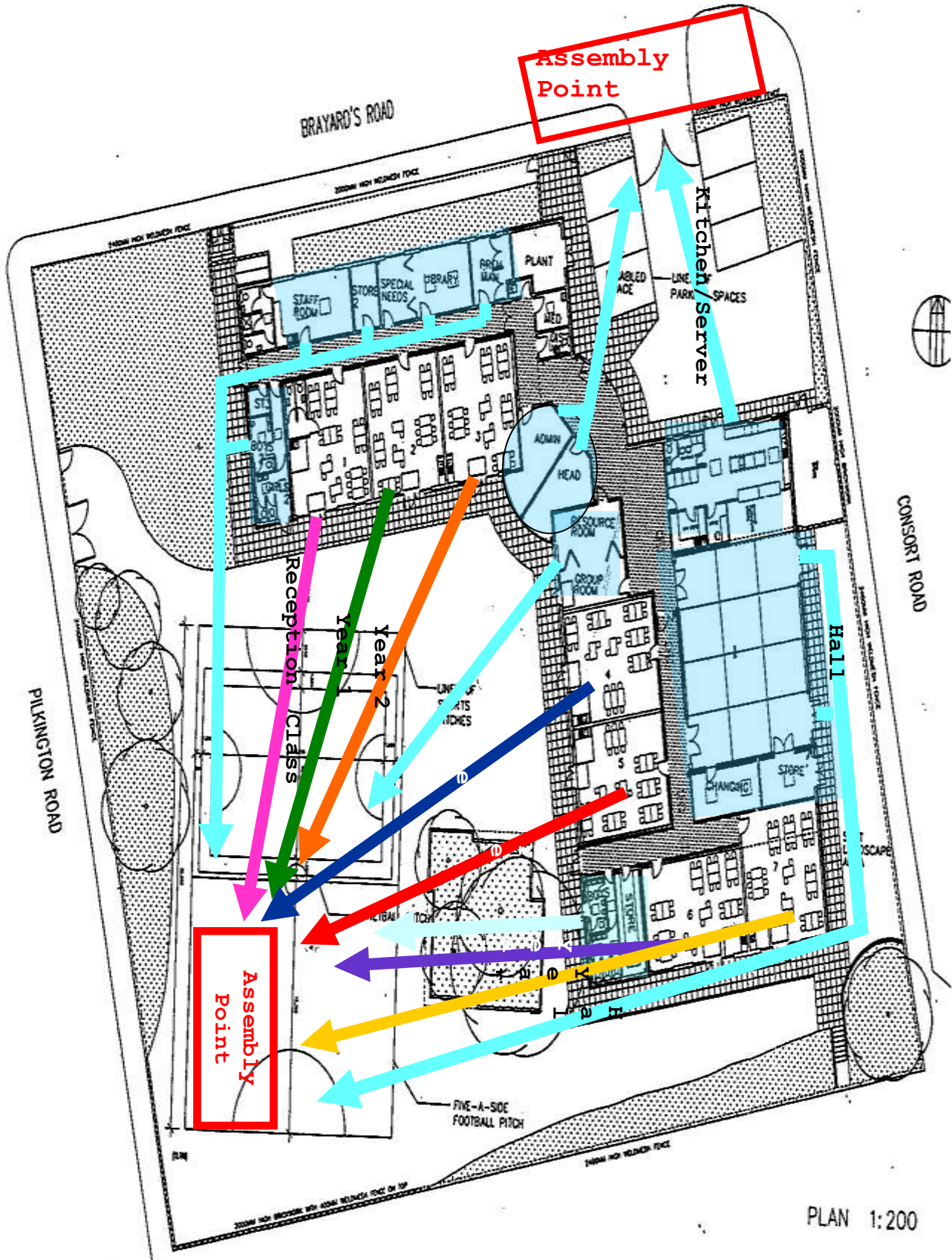
Headteacher and Admin Staff must –

- Respond to the alarm immediately and leave their offices.
- Admin staff collect registers, mobile phone and school gate keys on their way out to the assembly point (Phone emergency services if necessary)
- Escort any children from the foyer and resource room to the appropriate class at the fire assembly point
- Ensure that the teacher is informed so that the child can be checked with the register
- Distribute registers as quickly as possible.
- Check that all children are accounted for
- In no circumstances go back into the building or send anyone back inside
- Wait until the all clear before returning children back to class.
- Escort children to neighbouring school (Rye Oak) in extreme emergencies (see emergency plan)
- The SBM is responsible for counting the adults?

All kitchen staff must –

- Isolate the electricity and gas
- Leave the kitchen immediately and go to the fire assembly point in Brayards Road
- Wait until the all clear before returning to the kitchen

FIRE SAFETY MAP



APPE

The Certificated First Aiders are:

1. Tracey Laming
2. Stella Phipps
3. Claire Grant
4. Jackie Skeen
5. Minnie Mehmet
6. Moses Auguste
7. Beverly McPherson

Health and Safety Contacts**Key Manager:**

Anna Harding - Headteacher

Person designated to act in the Key Managers' absence:

Rachel Butcher/Nicola Kershaw - SLT

Bernice Graham – Finance Officer

Adrian Dogaru – Premises Officer