



## **Health and Safety**

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**MAYFIELD SCHOOL**  
**HEALTH AND SAFETY POLICY**

**PART ONE:**

**1. STATEMENT OF INTENT:**

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

We are committed to:

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

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

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

## PART TWO:

### 2. ORGANISATION

#### 2.1 Introduction:

To comply with the Governing Body's Statement of Intent the school's normal management structure have additional responsibilities, as detailed below.

An organisational chart showing the school's health and safety management structure is contained in the Appendix.

##### 2.1.1 The Governing Body:

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

- A clear written policy statement is created which promotes the correct attitude towards safety for staff and pupils;
- Persons have sufficient experience, knowledge and training to perform the tasks required of them;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Sufficient funds are set aside with which to operate safe systems of work;
- Health and safety performance is measured both actively and reactively;
- The school's health and safety policy and performance is reviewed annually.

##### 2.1.2 The Head Teacher:

The Head Teacher has the following responsibilities and must ensure that:

- They must fully commit to the Governing Body's Statement of Intent for Health, Safety and Welfare;
- A clear written local Policy for Health and Safety is produced;
- The Policy is communicated to staff and others requiring the information;
- Responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities;
- Appropriate information on significant risk activities is given to visitors and contractors;
- Appropriate consultation arrangements are in place for staff and their representatives;
- All staff are provided with adequate information, instruction and training on health and safety issues;
- Risk assessments of the premises and working practices are undertaken;
- Safe systems of work are in place for identified risk factors;
- Emergency procedures are in place;
- Equipment is inspected and tested to ensure it remains in a safe condition;
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations;
- Arrangements are in place to monitor premises and performance;
- All accidents are investigated and any remedial actions are implemented;
- They report to the Governing Body at least annually on the health and safety performance of the school.

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

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

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

The School Health and Safety Co-ordinator is the Director of Business Operations.

#### 2.1.4 Subject and Team Leaders:

Subject and Team Leaders have the following responsibilities:

- Apply the school's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Director of Learning for the application of the health and safety procedures and arrangements;
- Carry out health and safety risk assessments of the activities they are responsible for and to review them annually;
- Ensure that all staff under their control are familiar with any health and safety procedure for their area of work;
- Attempt to resolve health, safety and welfare problems from members of staff or refer them, to the Director of Learning and/or the Director of Business Operations. Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Unit for advice;
- Carry out regular inspections of their learning areas 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 pupils to avoid hazards and contribute positively to their own health and safety;
- Investigate any accidents that occur within their learning areas;
- Keeping the Director of Learning informed on the health and safety performance of his/her department or area of responsibility through regular line management meetings.

### 2.1.5 Class Teachers:

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies;
- Follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures - for example CLEAPSS;
- Give clear oral and written instructions and warnings to pupils when necessary;
- Follow safe working procedures;
- Require the use of protective clothing and guards where necessary;
- Make recommendations to the Director of Learning or Subject Leader on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary;
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education;
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation;
- Report all accidents, defects and dangerous occurrences to the Subject Leader.

### 2.1.6 Health and Safety Representatives:

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

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

### 2.1.7 All Employees:

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

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies;
- Co-operate with school management in complying with relevant health and safety law;
- Use all work equipment and substances in accordance with instruction, training and information received;

- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places;
- Report all incidents in line with current incident reporting procedure;
- Act in accordance with any specific health and safety training received;
- Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements;
- Exercise good standards of housekeeping and cleanliness.

#### 2.1.8 Pupils:

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

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

### **3. PROCEDURES AND ARRANGEMENTS:**

#### **3.1 Introduction:**

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

#### **3.2 Risk Assessments:**

- (i) General risk assessment - will be co-ordinated by the Director of Business Operations;
- (ii) New and expectant mothers risk assessment - will be carried out by the Designated Safeguarding Lead;
- (iii) Curriculum activities assessment - risk assessments for Curriculum activities will be carried out by relevant subject teachers;
- (iv) Fire safety assessment - a site-specific fire risk assessment will be carried out by the Director of Business Operations with the PCC Fire Officer;
- (v) Manual handling assessments - manual handling risk assessments will be co-ordinated the Director of Business Operations. Manual Handling training will be completed by relevant staff every three years;
- (vi) Computers and Workstation assessments - Workstation DSE assessments will be co-ordinated by the Director of Business Operations. DSE training will be completed by relevant staff every two years;
- (vii) Hazardous substances – subject or team leaders are responsible for identifying and assessing hazardous substances within their area of responsibility, following relevant guidelines e.g. CLEAPSS;
- (viii) Violence - assessment of the risks of violence to staff will be carried out by the Deputy Headteacher of the Senior Section.

#### **3.3 Emergency Procedures**

3.3.1 Fire and evacuation procedures are detailed in a separate policy.

##### **3.3.2 First aid:**

- (i) First aid boxes are provided at the following locations Medical Room, Staff Room, General Office, Site Team office, PE Office, Construction Classroom, Finance Office, Technology Department, Room 119, Dance Studio, Science Department, Learning Support, English office and the Attendance Office;
- (ii) A list of staff certified to provide First Aid, including Paediatric First Aid, is maintained by the Designated Officer for Safeguarding Children;
- (iii) In event of needing first aid assistance, either:

- If the casualty can be sent to the Medical room, they should be sent there directly;
- If they can't be moved, send a reliable student to the Medical Room carrying a emergency red card (or to alert the nearest adult member of staff);
- If an ambulance is required, the School Medical Officer or the on-call First Aider will call "999";
- Transport to hospital: no casualty should be allowed to travel to hospital unaccompanied. The School Medical Officer will designate an accompanying adult in emergencies where parents cannot be contacted.

### 3.3.3 Incident/accident reporting:

Any accidents resulting in injury are reported to the Medical Room and relevant PCC and/or RIDOR paperwork is completed.

Accidents that fit all the following criteria are exempt from being formally reported to the PCC H&S Unit:

- No serious injury or illness resulted from the accident;
- No work related absence or restricted duties resulted from the accident;
- The accident was caused by an individual's error of judgement (own fault incident);
- It has been clearly established that no council management failing or unsafe council workplace/premise contributed to the accident;
- The accident is not a RIDDOR reportable 'dangerous occurrence' incident.

Incidents of verbal assault should be reported in exactly the same way as incidents that involve physical injury.

Accident forms are collated by the medical room and signed off by the Director of Business Operations.

### 3.3.4 Bomb hoaxes and bomb alerts:

Fire and evacuation procedures are detailed in a separate policy. In addition:

The Headteacher, or in their absence, the most senior member of staff available (for example Head of Seniors or Head of Primary), will decide on action to be taken in the event of an incident. The control point from where such an incident will be handled is the West Field.

The signal (alarm) for evacuation of the building, if necessary, will be the normal fire alarm and the normal evacuation procedure should be followed as detailed in the latest edition of the Evacuation Procedures.

### 3.3.5 Gas leaks:

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the room. Suspected gas leaks should be reported immediately to the Site Team.

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. If necessary, the Evacuation Procedure will be implemented to clear the building.

#### 3.3.6 Chemical spills:

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

### **4. HEALTH AND SAFETY TRAINING:**

4.1 Health and safety or induction training will be provided for all new employees by the Director of Business Operations. This will be recorded internally on the staff training log and by PCC.

Health and Safety Induction training does not need to be repeated.

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

#### 5.1 Statutory inspections:

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

#### 5.2 Portable electrical appliances:

Inspection and testing of portable electrical appliances will be carried out annually by an approved contractor. This inspection takes place in August.

#### 5.3 Equipment maintenance – curriculum:

Subject Leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented. Any issues should be reported to their Director of Learning and/or the Director of Business Operations.

#### 5.4 Ladders and access equipment:

The Site Team will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Caretaking Manual Section F.

### **6. HEALTH AND SAFETY MONITORING:**

#### 6.1 Inspection of premises:

- (i) General workplace Inspections will be co-ordinated by the Director of Business Operations;

(ii) Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff (for example subject technicians) and monitored by Directors of Learning.

## **7. CONSULTATION AND COMMUNICATION OF INFORMATION:**

### **7.1 Consultation:**

(i) The Governors Finance Committee (or equivalent) meets half-termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

(ii) The Trade Unions' appointed Safety Representative(s) on the staff is/are:  
Currently vacant.

### **7.2 Communication of information:**

(i) The Head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document;

(ii) The Health and Safety Law poster is displayed in the Staff Room;

(iii) Health and safety advice is available from the Director of Business Operations or Portsmouth City Council.

## **8. PREMISES MANAGEMENT:**

### **8.1 Security and visitors:**

(i) All visitors must report to Reception where they will be asked to sign the visitors' book and wear an identification badge;

(ii) All volunteers will report to reception, sign the visitors' book, sign the volunteer policy and wear an identification badge. Lists of volunteers will be maintained by the Director of Business Operations and Designated Safeguarding Lead.

### **8.2 Building maintenance:**

(i) General building maintenance is carried out by the Site Team;

(ii) The Site Manager will be responsible for ensuring that all identified general building maintenance is carried out by either the Site Team or other contractors.

### **8.3 Asbestos management:**

(i) The asbestos register is held at Reception;

(ii) The Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to PCC AMS (or the relevant asbestos management team).

### **8.4 Control of contractors:**

- (i) All contractors must report to 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;
- (ii) The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

#### 8.5 Lettings management:

Lettings are managed by the Finance Manager and the Director of Business Operations following the 'Lettings' policy and procedures.

### **9. OTHER PROCEDURES:**

#### 9.1 Emergency response management:

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

#### 9.2 Managing medicines:

Prescribed medication will be administered to pupils following guidance contained in the administration of medicines policy. The School Medical Officer has been nominated as responsible persons for control of administration of medicines to pupils.

#### 9.3 Educational visits:

Educational visits will be organised following guidance contained in DfES (DCSF) documentation issued by Hampshire Outdoor Education, PT & Sports Service. The Educational Visits Co-ordinator (where appointed) is the School Medical Officer.

#### 9.4 Management of Mini-buses:

Operation of minibuses will be carried out by the Site Manager following guidance contained in the MIDAS Manual. MIDAS training and assessment is administered by the Examinations Manager.

### **10. REFERENCE DOCUMENTATION:**

10.1 All reference documentation relating to this policy and the School's H&S management systems can be accessed via the Mayfield School website.

Other relevant policies include:

- School Emergency Management Plan;
- Fire Evacuation Plan;
- First Aid and Administration of Medicines Policy.

### **12. COMMUNICATION AND DISSEMINATION:**

This policy is available on the Mayfield School website.

### **13. POLICY REVIEW:**

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

## **Appendix: Health and Safety Organisation**

Overall responsibility for school Health and Safety:

- Headteacher (David Jeapes)
- Head of Primary Section (Matthew Stedman)
- Head of Senior Section (Louise Hillier)

Governing Body Representative for Health and Safety:

- Jason Crouch

Responsibility for School Health and Safety:

- Director of Business Operations (Andrew Tite)
  - Site Manager (Ray Old) – site, security and risk
    - Site team members
  - Examinations Manager (Helen Patis) – evacuations and MIDAS training
  - School Medical Officer (Sally Rowntree) – accident forms/RIDDOR

Safeguarding of Students:

- Designated Safeguarding Lead (Erica Anders)
  - School Medical Officer (Sally Rowntree) – medical room

School Emergency Management Team:

- Headteacher – David Jeapes
- Director of Business Operations – Andrew Tite
- Examinations Manager – Helen Patis
- Site Manager – Ray Old

With support of:

- Head of Primary Section – Matthew Stedman
- Head of Senior Section – Louise Hillier
- Deputy Head of Senior Section – Fiona Rogers
- Education Welfare Officer – Sharon Rolfe
- Manager of Little Sunbeams – Isobel Edwards