



Mayfield School

Health and Safety Policy

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Statement of intent

At Mayfield School we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

Signed by:

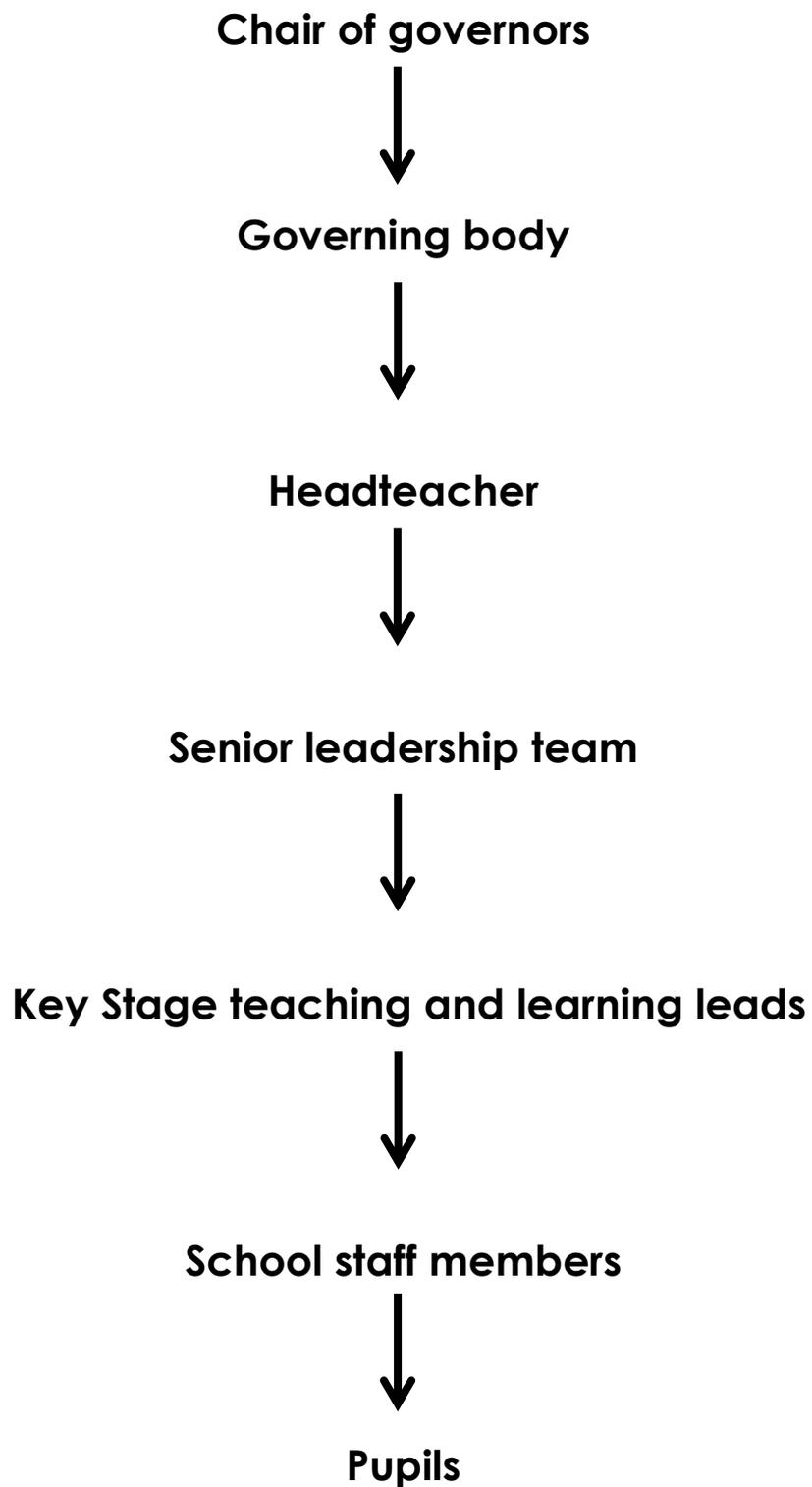
_____headteacher

Date:_____

_____Chair of Governors

Date:_____

Mayfield School Health and safety structure



1. Duties of the governing body

1.1. The governing body, in consultation with the headteacher will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

1.2. The governing body endeavours to provide the following:

- A safe place for all users of both sites including staff, pupils and visitors
- Safe means of entry and exit for all site users
- Equipment, grounds and systems of work which are safe
- Safe arrangements for the handling, storage and transportation of any articles and substances
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner in line with PFI contractors as required
- Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction

2. Duties of the Headteacher

2.1. The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

2.2. The headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate phases and other members of staff.

2.3. The headteacher will designate the Strategic School Business manager to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the LA and the Health and Safety Executive (HSE) where necessary.

3. Duties of the Deputy headteacher for each phase

3.1. Deputy Heads will be familiar with the requirements of health and safety legislation.

- 3.2. In addition to general duties, Deputy heads will be responsible for the implementation and operation of the school's Health and Safety Policy in their department and areas of responsibility delegated by the Headteacher.
- 3.3. Responsibility for aspects of health and safety are written into the job descriptions for Deputy Headteachers.
- 3.4. Deputy Headteachers will take a keen interest in the school's Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

4. Duties of all members of staff

- 4.1. All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- 4.2. Staff will avoid any conduct which puts themselves or others at risk.
- 4.3. Staff will be familiar with all requirements laid down by the governing body.
- 4.4. Staff members have a duty to ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- 4.5. Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- 4.6. Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 4.7. All staff members will ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- 4.8. All staff will report any defects in equipment or facilities to the strategic school business manager.
- 4.9. All staff will take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- 4.10. Staff will make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- 4.11. Staff will exercise good standards of housekeeping and cleanliness.

5. Obligations of contractors

- 5.1. When the school is used for purposes not under the direction of the headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

- 5.2. Contractors working on the school premises are required to identify and control risks arising from their activities.
- 5.3. Contractors will inform the headteacher of all potential risks to staff, pupils and visitors.

6. Pupils

- 6.1. Pupils will exercise personal responsibility for the health and safety of themselves and others.
- 6.2. Pupils will dress in a manner that is consistent with safety and hygiene standards.
- 6.3. Pupils will respond to the instruction of staff given in an emergency.
- 6.4. Pupils will observe the health and safety rules of the school.
- 6.5. Pupils will not misuse, neglect or interfere with items supplied for their and other pupils', health and safety.

7. First aid

- 7.1. The school will ensure ample provision is made for both trained personnel and first aid equipment on-site.
- 7.2. For staff members who are trained first aiders, reference to the first aid policy or first aid posters displayed at both sites can be made.
- 7.3. Locations of first aid boxes at both sites can be found in the first aid policy.

8. Contacting the emergency services

- 8.1. Following an accident/injury, the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- 8.2. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

9. Fire safety

- 9.1. Procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 9.2. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 9.3. The school will test evacuation procedures each term.
- 9.4. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

- 9.5. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 9.6. Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the school office.

10. Accident reporting

- 10.1. All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the PA to the Head teacher using the standard Accident Report Form. Forms can be accessed via the staff common drive.
- 10.2. The PA to the Head teacher will be responsible for informing the strategic school business manager if the accident is considered to be a "major injury" as outlined by the HSE.

11. Reporting procedure

- 11.1. Should an incident require reporting to the Local Authority, the strategic school business manager or a person appointed on their behalf, will file a report as soon as is reasonably possible.

12. Notification to the Health and Safety Executive

- 12.1. Significant accidents as defined in the RIDDOR Regulations 2013 must be reported to the HSE as soon as possible by email or telephone.

13. Reporting hazards

- 13.1. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 13.2. In the main, reporting should be conducted verbally to the Deputy Head of phase as soon as possible, who will then inform the headteacher as appropriate.
- 13.3. Serious hazards will be reported using the appropriate form available in the school office.

14. Accident investigation

- 14.1. All accidents, however small, will be investigated by an appointed party and the outcomes recorded.
- 14.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 14.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

- 14.4. The senior leadership team will undertake regular evaluations of all reported incidents, both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

15. Our active monitoring system

- 15.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
- Regularly examining documents to ensure compliance to standards.
 - Regularly inspecting premises, plants and equipment.
 - Annual audits including fire risk assessments and health and safety audits.
 - Regular reports and updates to the Head teacher.
 - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

16. Crisis incidents

- 16.1. Upon receipt of information regarding serious threat to either school site, either evacuation or lockdown procedures will be engaged. These will be agreed with co-located partners and will be reviewed annually.
- 16.2. The headteacher will communicate such an event to the relevant LA officers.

17. Evacuation

- 17.1. If an evacuation is deemed necessary, the following procedure will take place:
- All senior staff will be informed of the situation, NOT by the use of radios or mobile phones. The evacuation will then take place as per fire drill.
 - Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
 - Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
 - Once the police have arrived, staff will await further instruction from the emergency services.

18. Visitors to the school

- 18.1. All visitors must sign in to reception.
- 18.2. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

- 18.3. No contractor will execute work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- 18.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 18.5. Anyone hiring the school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 18.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 18.7. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 18.8. Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.
- 18.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 18.10. With regards to uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

19. Medicines and drugs

- 19.1. The school Supporting Pupils with Medical Conditions Policy will be understood by all staff.

20. Smoking

- 20.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

21. Housekeeping and cleanliness

- 21.1. Regular cleaning audits take place at the primary site. Cleanliness at the secondary site is monitored via site walks and cleaning audits completed by the facilities management team.
- 21.2. Special consideration will be given to hygiene areas.
- 21.3. Waste collection services will be monitored by the site manager/PFI contractor.
- 21.4. Special consideration will be given to the disposal of clinical and personal waste.

22. Infection control

- 22.1. Mayfield School actively prevents the spread of infection through the following measures:
- Routine immunisation
 - Maintaining high standards of personal hygiene and practice
 - Maintaining a clean environment
- 22.2. Mayfield School employs good hygiene practice in the following ways:
- Displaying posters throughout the school encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.
 - Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school.
 - Employing cleaners to carry out thorough and frequent cleaning that follows the national guidance.
 - Providing personal protective equipment where necessary.
 - Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing protective clothing. Mops should not be used to clean up body fluid spillages, instead paper towels should be used and discarded properly following the procedures for clinical waste.
 - Washing all laundry in a separate dedicated facility and washing any soiled linens separately.
 - Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand.
 - Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor.
 - Providing a secure sharps bin, out of reach of children, for the disposal of sharps.
 - Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises.
- 22.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea etc., will be sent home and recommended to see a doctor.
- 22.4. All staff are subject to a full occupational health check before starting employment at Mayfield School.
- 22.5. Mayfield School keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.
- 22.6. Mayfield School communicates with parents regularly about immunisation of pupils.
- 22.7. All cuts and abrasions should be covered with waterproof dressings.
- 22.8. Hand sanitizer is available around the school.

23. Risk assessment

- 23.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- 23.2. Regular assessments of high risks areas, such as hydrotherapy pool, nurses office and toilets will take place.
- 23.3. Annual risk assessments will be conducted for all other areas of the school.
- 23.4. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 23.5. The governing body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.
- 23.6. Deputy heads of phase will ensure risk assessments are completed by staff leading day trips or residential stays.

24. Security and theft

- 24.1. Closed circuit television (CCTV) systems will be used in some areas of HML and HR to monitor events and identify incidents taking place.
- 24.2. CCTV systems may be used as evidence when investigating reports of incidents.
- 24.3. Money must be held in a safe in the bursars office and banked on a regular basis to ensure large amounts are not held on-site.
- 24.4. Money should be counted in an appropriate location and staff should not be placed at risk of robbery.
- 24.5. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 24.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 24.7. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 24.8. Missing or believed stolen equipment must be reported immediately to a senior staff member.

25. Severe weather

- 25.1. The headteacher, in liaison with the governing body, makes a decision on school closure on the grounds of health and safety. If a closure takes place the governing body must be informed.

26. Safe use of minibuses

- 26.1. The strategic school business manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 26.2. The driver must have a current license, be aged 25 years or over, and hold a full licence in Group A or passenger carrying vehicles (PCV).
- 26.3. Drivers must complete the relevant form from the school office and supply a photocopy of their driving licence.
- 26.4. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.
- 26.5. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 26.6. The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- 26.7. Fines occurred will be paid by the school, unless the driver of the vehicle is found to be at fault, eg speeding at the time the offence was committed.
- 26.8. Starting and closing mileage, along with any potential risks or defects identified, will be recorded upon return to the school.
- 26.9. A record will be kept of all staff members who hold the required licence and have completed specific training allowing them to drive the minibus. This will be recorded on the shared drive. Checks must be made against this list when nominating a driver for an educational visit.

27. Workplace health and safety: stress management

- 27.1. Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

28. Workplace health and safety: display equipment

- 28.1. Display screen assessments will be carried out by line managers for teaching staff and administrative staff who regularly use laptops or desktops computers.