

Mason Moor Primary School

Policy Document



Policy for:	Health and Safety
Overarching Area:	Safeguarding
Other policy links:	Safeguarding Child Protection Medical Physical Intervention Accessibility Policy
Governors' Ratification Date:	March 2021
Revisions and Amendments:	References to recently ratified combined Medical Policy Adding that a DSL is always on site when pupils are. Review of risk assessments Children will only be allowed to leave school with some when they are deemed to be safe doing so

Mason Moor Primary School

Health and Safety Policy

Statement of Intent



The Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities.

The headteacher seeks to provide and maintain, so far as is reasonably practicable by the implementation of this School policy: its Arrangements and Procedures, and Risk Management through Information, Instruction and Training:

- A positive culture and management system to ensure health and safety at work.
- Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the safe use, handling, storage and transport of substances and articles.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- Adequate resources for carrying out this policy.
- Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

Kristy Wharton

Headteacher

Signed:  Dated: 23 March 2021

Tina Selby

Chair of Governors

Signed:  Dated: 23 March 2021

Statement

***In everything we do, the welfare of the child is paramount and central.
Safety is championed and the risk of injury will be minimised or eliminated.***

As you read this policy this statement should be clear: Working at or visiting our school, you should see this brought to life in:

- The atmosphere
- The conduct and behaviour of staff
- Procedures in place and processes followed
- The teaching and learning
- The fabric of the building (displays & signs).

The provision for a written Health and Safety Policy and Guidelines is mandatory under the Health and Safety at Work Act 1974. The purpose is twofold:

1. To ensure that employers plan for Health and Safety, assess hazards which may present and make the necessary arrangements to avoid risks;
2. To ensure that employees exercise personal responsibility and take care to prevent injury to themselves and others.

Underpinning Principles, Values and Philosophies:

- The Headteacher carries the corporate and personal responsibility for health and safety in school.
- Ensuring the health and safety of all school users is best achieved when health and safety is viewed as 'everybody's business'.
- Health and safety Legislation can appear complex, this school adopts a common sense approach and embraces a 'prevention rather than cure' philosophy.
- All members of the school community, especially the children, will learn and work best in a safe and secure environment where they know that they and their environment strives to meet the very best standards.

Objectives

At Mason Moor Primary School, we aim to:

- Establish and maintain a safe environment throughout the school
- Establish and maintain safe working procedures amongst all staff and pupils
- Establish and implement accident and emergency procedures
- Develop an awareness of safety throughout the school
- Establish, utilise and act upon clear and regular monitoring procedures.

Strategy and Specific Actions:

This policy and guidelines should be read in conjunction with the following documents:

- Southampton City Council: Generic Health and Safety Policy for Schools
- Southampton City Council: Safe Working Procedures
- Southampton City Council: Headteacher's and School Governor's Handbook to managing health and safety in schools
- Staff Handbook

Management Plans – bringing the policy to life:

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1. Allocation of Responsibilities

1. Headteacher

- The Headteacher has day to day managerial responsibility for all aspects of health and safety. The Headteacher is therefore responsible for establishing and maintaining a safe working environment for staff, pupils and visitors.
- The Headteacher must ensure that effective arrangements are in force to facilitate early evacuation of the buildings in case of fire or other emergency.
- A system must be established for reporting, recording and investigating accidents and all reasonable steps should be taken to prevent recurrences.
- The Headteacher must ensure that there is a termly health and safety inspection and that all relevant risk assessments are carried out.

2. Governors

The Governors recognise their responsibility to provide a safe and healthy working environment for teaching and support staff, pupils and all other people who enter the school site. They will take all reasonable practical steps within their power to fulfil this responsibility.

3. Senior Leadership Team

The Business Manager and Assistant Headteachers assume the role of the Headteacher in her absence.

4. Health and Safety Representative

The Health and Safety Representative is a member of the school staff (the School Business Manager: Mrs Donna Shorter). Functions of the Health and Safety Representative include:

- To keep all staff up to date concerning health and safety matters. SCC & HSE send out bulletins on a regular basis.
- To collate all documents and publications relating to health and safety and make them available to all members of staff.
- To inspect all areas of the school regularly, including the grounds and boiler house and advise the Headteacher of any action that should be taken. Compliance checks are signed off as appropriate by the Site Manager, uploaded to Keystone (SCC) and presented to the Governors at every meeting.
- To investigate accidents, hazards or dangerous occurrences in the workplace and make representations to the Headteacher. SCC online system is used for this.
- To accompany the Headteacher, health and safety governor and Site Manager on joint formal inspections of the premises.

The appointment of the Health and Safety Representative does not absolve any individual from their personal responsibility.

5. Curriculum Leaders

It is the responsibility of each curriculum leader to inform staff and the Headteacher of any health and safety issues in their subject area and to provide written directions in their subject policy and guidelines, referring to the Health and Safety Policy.

6. Staff

- All staff must be aware of the contents of this document and assume responsibility for carrying out its recommendations.
- It must be stressed that the major responsibility is the safety and well-being of the pupils.
- Discharge of that responsibility may result in pupils being withdrawn wholly or partly from activities which may be dangerous to themselves or others.
- The common law on negligence requires teachers, particularly Headteachers, to use the same standard of care for pupils as would have been exercised by a reasonably prudent parent. All staff must ensure that they are aware of the procedures to be followed in the event of emergency, accident or illness.
- All staff must ensure, as far as is reasonably practicable, the safety of the pupils in their care.
- Staff should therefore establish safe procedures within their working areas to minimise risks to themselves and to pupils.
- Although the overall responsibility is held by the Headteacher, the teacher in charge of pupils has the responsibility for the safety of those pupils. Children must therefore be adequately supervised at all times.
- Employees who become pregnant, or develop a medical condition which may affect their ability to carry out their duties, must alert the Headteacher in order that a risk assessment be put in place to protect and assist them. Any person becoming unfit for the work must not return to it until the Occupational Health Unit deems them fit enough.

7. Site Manager

- The Site Manager is responsible for the security, ventilation, heating and cleanliness of the premises, and for the safe storage of cleaning materials and tools. Guidance on the safe storage of materials in school can be found in the COSHH safety manual. In addition, COSHH assessments are now available centrally through the Corporate Health and Safety Unit using a database system for assisting with COSHH assessment called SYPOL. It is also the responsibility of the Site Manager to ensure that fire-fighting appliances and alarms are checked regularly.
- The school clocks should be checked, altered and new batteries fitted as necessary.
- All hazards in the buildings and the playground must be reported to the Health and Safety Representative immediately. Obstructions should never be left in or around school.
- In addition, the Site Manager will inspect buildings and site on a daily basis and report to the Health and Safety Representative as necessary. A job request system is in place for any

member of staff to report any issues and a daily/weekly/monthly task list has been drawn up for the Site Manager to sign off each time period.

- The Site Manager will take part in the termly formal health and safety inspection and risk assessment schedule.

8. First Aiders

All first aid staff are trained on aspects of medical care, including:

- Asthma Care.
- EpiPen administration.
- Care relating to specific children with complex, or life-threatening, conditions in school at the time.

The school also has identified, designated First Aiders:

Administrative Staff	Lisa Caddick, Sofia Fantaye, Monica Longhurst
Midday Supervisors	Jo Singh, Ruhana Jhorna
Teaching Assistants	Elisa Day, Corinne Warwick, Sonia Cooper, Lisa Tribbeck, Tracy Birkett

The names and photographs of first aid trained staff are displayed in the school reception area and both first aid areas.

There are two first aid qualifications:

First Aid at Work (Adults)

Paediatric First Aid

The training cycle is maintained and monitored by the Health and Safety Representative and will be extended should a new need arise.

Key responsibilities of First Aiders include:

- Dealing with accidents and minor injuries, including reporting and recording these. These will either be recorded internally or, in the case of pupils, shared with the parents or, in the event of more significant injury, reported on the School Minor Accident report form. This is returned to the Health and Safety Officer at Southampton City Council and is subject to audit.
- Administering medication to pupils in accordance with their Individual Health Care Plans.
- Caring for children who become ill during the school day, including parent liaison.
- Re-equipping and stocking classroom medical 'Grab Bags'.
- Ensuring that appropriate medication and basic first aid kits are prepared for school trips and visits.
- Although parents are responsible for providing sufficient, in-date medication for their children, First Aiders check and inform parents of concerns over the level of stock and whether it is usable.

All incidents giving cause for concern must be reported to the Headteacher immediately.

9. Occurrences of Violence or Abuse

Occurrences should be recorded on the appropriate local authority incident forms. If the abuse or violence is from an adult the Headteacher will either write to the parent, or ask them to come in for a meeting. The Headteacher has the right to ban the adult from the school premises, liaising with Southampton City Council Legal Services and the Police.

Parents who are known to be violent or aggressive will not be welcome onto the school premises, for the protection of staff and pupils and the setting of appropriate models of behaviour for pupils.

10. Head of Kitchen

The Head of Kitchen (City Catering) is responsible for maintaining safe working conditions and procedures in the school kitchen and for the safe storage of all kitchen machinery and utensils. Additional responsibilities include:

- Ensuring kitchen staff training records are kept up to date and any training requirements are followed at the earliest opportunity.
- Ensuring that any smell of gas must be reported to the Headteacher immediately.
- Ensuring all hazards in the kitchen and dining area are reported to the Headteacher immediately.
- Ensuring kitchen staff are aware of COSHH assessments for all cleaning products.
- City Catering are responsible for ensuring their staff receive full Health and Safety training.
- The School Business Manager is responsible for ensuring that the kitchen staff are aware of school specific Health and Safety policies.

11. Supervision

An adult employee of Mason Moor Primary School or Southampton City Council must always exercise the supervision of the pupils. However, it is recognised that pupils are sometimes supervised by voluntary helpers, students, parents or governors in school. In these cases the class teacher still carries overall responsibility. They must therefore exercise careful judgement about the kinds of situations and activities that are entrusted to individuals (Regulated Activity). Clear instructions must always be given by the class teacher in such situations. Pupils should never be left unsupervised inside or outside the classrooms.

12. Start and End of the Day

Staff on playground duty will arrive promptly wearing a high visibility jacket.

The Senior Lunchtime Supervisory Assistant ensures that Midday Supervisory Assistants (MDSAs) are allocated to different areas of responsibility and oversees the provision of suitable play equipment. MDSAs are employed to supervise pupils during the lunch break, including supervision of play and of eating. Members of the Leadership Team are on duty every lunchtime, ensuring that all children take their midday meal and supporting the MDSAs. Any hazard to pupils or potentially dangerous situations must be reported to the Headteacher by the senior supervisor immediately.

During wet Play at lunchtime two of three classrooms per phase are used to accommodate all pupils. One classroom will show a movie and have quiet colouring or drawing whilst the other will have board games. Children are supervised in each room by MDSAs.

13. General Supervision of Pupils

Pupils are always in the vicinity of a supervising adult who is responsible for their safety. As children progress through the school, they are developed as independent learners and given more opportunities to exercise their personal responsibility, within a safe and supervised environment.

If any child is collected late, whilst awaiting collection, pupils are supervised by school staff.

14. Site Staff

Site staff are responsible for ensuring that all cleaning substances are returned to their proper storage place following use. When cleaning, staff must follow safe cleaning practices as instructed by the Site Manager, in accordance with the guidelines laid down in the COSHH assessments.

All hazards in the buildings and the playground must be reported to the Site Manager immediately. Obstructions should never be left in or around school.

15. Pupils

Pupils are expected to take reasonable care of themselves and to conform to health and safety procedures, which have been established to maintain a safe environment.

All pupils in the school are asked to be constantly aware of hazards. They are encouraged to report any risk to the Health and Safety Representative, a teacher, or the Headteacher.

16. Contractors

The schools use local authority approved contractors, or its own appointed contractors, for works to the school site. The Headteacher will ensure that contractors maintain adequate

arrangements to protect school staff, pupils and visitors from any hazards generated by their work whilst on site.

Contractors will be required to sign to indicate they have read the asbestos register and seen the asbestos plan of the school before carrying out any work.

If work is to be carried out while pupils are in school then reception request to see DBS documentation and their name, DBS number, date of birth and issue date is recorded to be entered onto the Single Central Register.

17. Computers

All staff and children should take regular breaks when using the computers for extended amounts of time. The Government recommend that staff take a 5 – 10 minute break for every 50 – 60 minutes working on a computer. The break means doing a different type of work for that time. The computer screens for children and staff should be at eye level to avoid injury. Children and adults should sit with feet flat on the floor to avoid injury.

Adults should remove the plug from the socket on the laptop trolleys and remove the laptops to avoid the children getting an electrical shock. All computer wires should be tucked away safely to avoid accident and injury.

18. Online Safety

Online Safety is a discrete, as well as a constantly integral, part of the school curriculum and covered as part of the Safeguarding and Child Protection Policies. Details on the teaching and learning of Online Safety, including the School Council's Online Safety Charter, are included in the PSHE Curriculum Guidelines.

2. RISK ASSESSMENTS

At school, there are two types of risk assessment:

1. Internal: daily managing the ongoing risks that hazards on the school site present e.g. the school ponds.
2. External: planning trips and visits away from the school base or one-off events at school which change the hazards within the school.

2.1 External/Internal risk assessments

Risk Assessments in schools should be completed using the guidance provided in Schools Safety Bulletin Number 15 and Southampton City Council's Safe Working Procedure Number 35 (A Practical Guide to Risk Assessment).

All members of staff are made aware of the risk assessments, which are subject to regular review as part of the termly Health and Safety Audits. School users are alerted to particular aspects of health and safety as necessary by:

- Signage
- Teaching
- Supervision

All safe working practice directives are available on Southampton City Council's website.

Risk assessments are in place for:

- Arrival/Departure and parking on the school site
- Children's garden and gardening
- Classrooms and teaching in classrooms
- Dining, Children's lunchtime, dining hall
- Lone working
- Office, Administration
- Offsite and Educational Visits
- PE
- Playground equipment
- Site Manager/Site Staff
- The School Hall
- COVID

Risk Assessments are reviewed every 2 years or when required if sooner.

Adhoc Risk Assessments may also be completed, for example a maternity Risk Assessment or a person on site that may require a personal evacuation plan.

2.2 External risk assessments

When children leave the school site for trips and visits, or visitors to the school site would significantly change the health and safety profile, a Risk Assessment is made and registered on the EVOLVE website. This 'bought' service is monitored by the Hampshire County Council Outdoor Education and Learning Team. Trip leaders upload risk assessments to the site, which are then checked by the schools' Evolve School Coordinators (EVCs) and then approved by the Headteacher.

The Headteacher is informed before any class, or group of children, goes off site. All educational visits must be planned with the Headteacher well in advance, in accordance with school off-site policy and the Hampshire Guidelines on 'Off-Site Activities and Hazardous Pursuits', which have been adopted by Southampton City Council. An advance visit by staff to identify possible areas of risk would always take place for any school trips.

Pupils must not be transported in private vehicles without adequate insurance cover. Staff must complete a google form before taking any pupil in their car to ensure we have all the relevant information, demonstrating that they are adequately qualified and covered to transport pupils.

Pupils travelling in coaches should sit at all times and wear the seat belts provided. An adult must sit next to the emergency exit. Pupils must always be counted on and off the coach by the teacher in charge.

The teacher in charge with any off-site activity must comply with the procedures within EVOLVE and the school trip risk assessment following the guidelines regarding pupil:teacher ratio (contained in the risk assessment), line of communication (e.g. mobile phone) they must leave full details with the school office. Staff would wear high viz jackets so they can be easily located by pupils at all times.

3. General Safety – Safeguarding

- Pupils are taught and expected to, at all times, behave in a reasonable and sensible manner in order to prevent accidents in school.
- It is the responsibility of every teacher to ensure that the pupils in their care know the hazards present in the school situation and know what is expected of them. Clear, unambiguous instructions are given.
- The working environment of each classroom is planned with safety in mind. Unused chairs should be kept under tables and pupils must be taught to pick up any items which they have dropped on the floor. Trailing electrical leads are avoided, or managed safely with lead mats.
- Glass should never be used where plastic would suffice. Glass bottles and thermos flasks are not brought to school.
- Spillages are to be cleared up immediately and the floors kept dry with appropriate signage used to indicate a risk: Safety cones or signs are placed on any slippery floors or other temporarily hazardous areas.
- Pupils must wear shoes to walk around the building, including to and from the hall.
- Pupils are not permitted to leave the school site during school sessions unless accompanied by a known adult and parental permission is in place. If there are concerns about the ability of the parent to ensure the safety of the child a DSL will notified.
- Teachers taking pupils off-site must do so in accordance with agreed school procedure, and with the prior permission of the Headteacher.
- The correct use of equipment, e.g. scissors is taught. Particular care and supervision needs to be exercised when pupils are using potentially dangerous equipment e.g. glue gun.
- Certain subjects within the curriculum carry their own particular hazards. These are detailed in the school's written curriculum guidelines and pupils are briefed in detail on these matters when the need arises.
- No pupil is to stand on furniture to gain access to a height.
- No pupil is to use a staple gun.
- No pupil will be asked to carry heavy or potentially dangerous materials.
- Hot drinks will be transported within school in covered cups. Uncovered mugs or cups containing hot drinks must remain within the staffroom when pupils are in school.
- Pupils will be encouraged to replace all equipment and materials in their proper places, which will be modelled by the staff in school
- Care should be exercised when lifting equipment. No-one should attempt to lift anything which is beyond their individual capability. The Site Manager carries out

regular lifting and carrying of loads and receives manual handling training. Manual handling assessments should be carried out for all lifting tasks e.g. moving boxes of photocopying paper. All staff receive online Manual Handling Training (IHASCO).

- Children must not be asked to carry heavy or awkward items which prevent them from holding a handrail while walking up or down steps.
- Fire doors should never be secured open unless their closure is managed automatically as part of the fire detection system (door guard systems).
- No item relating to health and safety should be tampered with unnecessarily or maintained by an unauthorised person. This relates to Fire Extinguishers.
- Names, addresses and contact numbers of all pupils and staff are available in the school office. This system is managed securely.
- The school is a “No Smoking Zone” in all parts of the site and buildings.
- Within the school community there are members with severe food allergies and permission needs to be gained from the Headteacher before any foodstuffs are brought into school. Most notably, foodstuffs containing nuts are to be avoided.
- At Mason Moor Primary School no private vehicles are allowed in the playground during school hours. No staff cars or motorbikes should be parked in the playground. There are times when maintenance vehicles need to access parts of the school premises and specific guidance is included in Section 3.3.

3.1 Uniform and Clothing – Adults

As part of the Staff Code of Conduct, staff are expected to dress in professionally appropriate clothing and footwear, this is to reflect an appropriate professional model as well as ensure practical health and safety.

In relation to Health and Safety, staff are expected to wear closed in footwear.

3.2 Uniform and Clothing – Pupils

As a member of the school community, pupils are identified by their uniform. This uniform fulfils a sense of belonging as well as offering practical clothing to ensure health and safety.

In specific relation to health and safety, pupils are expected to wear:

- School shoes, which are closed in, flat and securely fitted.
- No jewellery other than studded earrings and a watch.
- Clothing which enables them to move freely and is not overly tight or restrictive.
- Weather appropriate clothing, for example a warm coat, gloves and hat for winter.

3.3 On Site Vehicle Movements

There is a separate vehicular and pedestrian access to the school site and these are clearly marked.

When vehicles have to enter or cross areas of the school site that are frequented by pupils and other pedestrians (e.g. grounds maintenance, contractors) drivers have to report beforehand to the school office. Staff oversee such movements where there is the likelihood of pedestrian presence (e.g. break times, outside sports activities). Pupils are taught what to do when vehicles are moving around the school site.

The main gates are locked between 08:45 – 09:00 and 14:30 – 15:25 (monitored from 15:00). Gates may be locked for security reasons at any time.

4. CLUBS AND LETTINGS

4.1 School Extra-Curricular Clubs

The Headteacher and senior leadership team must be properly consulted before any such activity takes place. Parents must be informed in writing about finishing times and by text if as a result of school cancellation at short notice. Pupils who are not collected on time should be supervised by a member of staff.

Teachers taking clubs must ensure that pupils do not leave the premises until the supervised activity officially ends. Teachers must complete a register of pupils attending the clubs and return this list to the office.

Whenever pupils are on site a DSL will also be on site.

4.2 Lettings

Extra-curricular clubs run by outside agencies for Mason Moor Primary pupils are responsible for handing over to school staff any child who has not been collected.

These clubs are run in accordance with our safeguarding and child protection policies so that staff have read, understood and agreed to our procedures and policies.

Clubs that are held at school for the wider community which may or may not include Mason Moor Primary pupils follow the Lettings Policy. This means that we have checked:

- DBS of staff in place
- Child Protection and Safeguarding policy
- Insurance

Whenever pupils are on site a DSL will also be on site.

5. MEDICAL POLICY

This policy deals with the safe handling and storage of medicine at school and the administration of medicines.

When administering medicine, the Administration Staff:

- Follow the Medical Policy.
- Use the schools Individual Healthcare Plans and the Records of medicines administered forms.
- Two members of staff present when administering medicines
- IHCP's are listed on an obscured noticeboard in the staff room.

5.1 Safe Storage

Medicine is kept in an area which is not accessible to pupils without supervision such as asthma inhalers in medical grab bags in the classroom.

Restricted Access Storage: Controlled and prescription drugs are in a locked cabinet.

Refrigerated Storage: Prescription medicine requiring refrigeration is kept in a fridge which is not accessible to pupils without supervision.

6. ACCIDENTS AND EMERGENCIES

6.1 The procedure for serious medical emergencies and minor medical incidents is detailed in the Medical Policy.

6.2 Procedure in the Event of a Missing Child

- Inform the Headteacher or member of the Senior Leadership Team immediately: log time.
- Headteacher organises search of building and grounds.
- Headteacher informs parents.
- Headteacher decides if the police need to be informed, this may happen ahead of informing the parents.
- Staff will not pursue a child, as pursuit may place the child in further danger. Staff will maintain a watching brief.

6.3 Emergency Evacuation Procedure

In the light of a range of potential threats, the school has two procedures designed to protect and preserve life: lockdown and evacuation.

Lockdown procedure In the event of a bomb hoax or hostile intruder the school may be evacuated or placed in lockdown dependant on the situation and/or advice from the emergency services. Senior Leaders will decide upon the action to take, immediate or cautious.

If evacuation occurs, follow the fire drill procedures or bomb threat procedures.

If cautious a message will be sent to whole school (see below for areas to inform)

Cautious > **AMBER SITUATION WAIT**

Staff are to prepare for further instruction, prepare to close windows and doors or evacuate.

If immediate a message will be sent to whole school (see below for areas to inform)

Immediate > **RED SITUATION LOCKDOWN**

Staff are to close windows and doors and to move children and themselves ideally to areas away from doors and windows. Encourage children to sit on the floor.

In both instances await further instruction. Should you feel the situation warrants it and it's safe to do so call emergency services.

Evacuation Procedure

The main objective of the evacuation procedure is to get all pupils and adults out of the building as quickly as possible in an orderly fashion.

The evacuation procedure, usually referred to as "Fire Drill" is carried out once a term. The school governors are informed, through the Headteacher's report, of the time taken to clear the building, and of any problems that occurred.

Where problems arise, steps must be taken to prevent re-occurrence

An example of amended evacuation practice is that children who are engaged in indoor PE will leave their shoes in pairs around the exit from the hall. Upon hearing the alarm, they will pick up their shoes and line up to leave the building. Once outside the hall door, they will slip on their shoes and proceed to the muster point.

Personal evacuation plans will be in place for pupils and staff who require them. The plan is discussed with the teacher and teaching assistant responsible. Visitors will identify when signing in if they need assistance with evacuation and the host will give instructions on procedures.

6.4 Procedure in the event of fire

The person discovering the fire must smash the nearest fire alarm point.

On hearing the alarm, everyone should stop immediately. Pupils will form a line at the door and leave the building by the nearest exit. They must go to the designated assembly point, line up facing away from the building, where a headcount will be made, closing all the doors as they leave. The procedure must be orderly, and must be conducted in silence. There must be no running. All possessions must be left behind.

On arrival at the assembly point, class numbers are counted first and registers are then called. Every person must be accounted for. Teachers raise their hands to indicate that they have accounted for their class. Registers must be given immediately to the Headteacher, who must know very quickly whether everyone is accounted for.

Fire Marshalls will confirm that the building is empty, having conducted a sweep of the internal premises.

Staff and children will remain outside waiting quietly until given instructions about what to do by the Headteacher or person deputising.

The administrative staff are responsible for:

1. Taking the registers and issuing these to the teachers to check and taking the visitors' book from the Entry Sign to the assembly point.
2. Calling the Fire Brigade and giving the school address.

The method of evacuating the buildings is clearly shown on a notice by each door. The class teacher is responsible for ensuring that every pupil knows the evacuation routes and procedures.

Pupils must also know the route they are to take if they are in the hall, toilet or library when the alarm sounds.

Fire exits must be unlocked and clear during school sessions and fire doors should not be propped open.

The Fire Marshalls will ensure everyone is out of the building in the event of an emergency and are also responsible for routinely identifying risks. This is currently **Mike Day - Site Manager**.

Fire drills (practices) will be held at least once a term when class teachers will talk through evacuation procedures with the children and emphasise the importance of orderliness, silence and speed.

Whilst the directions for the route out of the building will be posted in each room, staff should ensure that they know the most direct route and alternatives if the main one is blocked. Children should be trained to respond correctly if the normal route is unsafe.

Emergency lighting will come on if the power goes off, and emergency exit signs will be visible.

In case of an alarm at break or dinnertime, Supervisory Assistants act as teachers outside and will instruct the children to line up in their classes at the usual assembly points. The member of staff on duty in the office will bring out the dinner registers for tallying. Whichever staff are supervising any children within the building, they will escort them out by the nearest route. All staff on site will go immediately to the assembly point.

Staff should not try to tackle a fire unless they have been trained to use the fire extinguishers.

Details of individual appliances have not been listed on the advice of the Southampton City Council Health and Safety Officer.

Fire training takes place annually and annual checks are made on all firefighting appliances and alarms.

7. Safety: Electrical, Gas, Asbestos, Hot Water and working at height

a. Electrical

Care with electrical appliances must be exercised at all times. Pupils must be warned of the dangers.

Pupils must never be left unsupervised when operating potentially dangerous electrical appliances such as glue guns or ovens.

Pupils must only operate mains plugs and switches under very close supervision.

Defective equipment, plugs, sockets, leads and other accessories must be reported to the Headteacher or Site Manager immediately. The Headteacher ensures that there is an annual check of electrical appliances by a qualified operator. Each electrical item should have a legible valid test label with the date of test shown.

Members of staff should not bring electrical equipment into the school without first checking with the Site Manager or School Business Manager.

SWP: Electrical safety in the workplace

b. Gas

Gas appliances are located in:

- the boiler house:
locked at all times, auto shut-off present, no access by unauthorised personnel
- The main school kitchen:
No access by unauthorised personnel, auto shut-off and kill switches present.
- The school office, small meeting room:
Small combination boiler, no access to equipment by unauthorised personnel.

SWP: Gas Safety

c. Asbestos

The asbestos register is held in the school office all contractors must refer to and sign the register.

Staff should not drill into walls or floors at all. Refer to the Site Manager at all times.

SWP: Control of Asbestos

d. Hot Water/Water Quality

Water temperature is checked monthly as part of the Statutory Terms Servicing from tap outlets around school.

Hot water must leave the boiler at around 60°C and return with minimal temperature loss. All taps that children can access must have temperature regulators fitted to bring the temperature down to around 40°C but should not be cool or tepid.

Staff to advise the Site Manager if hot water taps are uncomfortably hot, cold or tepid. No kettles or wall mounted boilers to be placed in child accessible areas.

SWP: Control of Legionella

e. Working at Height

Site staff are trained to work at height, the large ladders are only to be used by trained staff, i.e. the Site Manager.

Teachers and support staff can use the foot stools in school or the low step ladder only.

SWP: Working Safely at Height

8. SAFE PRACTICE WHEN WORKING LATE AND ALONE AT SCHOOL

Staff occasionally need to work late at school. The Site Manager, Headteacher, Assistant Heads and School Business Manager are most frequently in the school buildings on their own and are therefore more vulnerable to assault. The same situation applies to staff working very early in the mornings, at weekends, or during the holidays. The Site Manager is informed on the morning of a Governors meeting that there may be staff on site late and to check the building thoroughly before locking up the school.

The provision of effective communication e.g. telephone, or mobile phone. School phones are located in all classrooms and offices. The school mobile is in the Business Managers Office. Personal mobiles should have critical phone numbers, such as the Headteachers, Business Manager and Site Managers programmed in.

Ensure that another responsible person is informed of the location of the lone worker and how long the work is expected to take. This enables the alarm to be raised should the lone worker not return by the stated time.

Avoid carrying out the more hazardous tasks when there is no-one readily available to raise the alarm in an emergency e.g. work at height (particularly involving the use of ladders, putting up displays).

Outside lighting partially illuminates the area around some of the building. The main entrance to the building is accessed via a security access pad. There is also CCTV fitted around the school building.

The lone worker should be aware of emergency procedures such as Kestrel Guards phone number.

02380 666760

9. SAFE PRACTICE FOR OUT OF HOURS CALL OUT

Kestrel Guards are the first attendees of any out of hours call outs following activation of the fire or intruder alarms. If a member of staff needs to attend school late at night the most likely cause will be the activation of the alarm system. The following procedure is recommended:

1. Upon arrival at school ensure that the police or Kestrel Guards are present. Do not enter the building alone.
2. When the police or Kestrel Guards arrive, enter the school with them. The fire alarm panel will show the zone in which a possible activation occurred.
3. Request that the police or Kestrel Guards stay with you and check the building.
4. If it is possible to determine the cause of the activation, the fire alarm panel will display the relevant details. Kestrel Guards have access to the Business Managers office where the fire alarm system key is held by the door which will allow you to reset the alarm.
5. If the cause cannot be determined, contact the alarm company for an engineer to come and re-set the alarm. There is no requirement by Southampton City Council for any member of staff to remain alone in the building during the night waiting for an engineer to re-set the alarm. It is deemed reasonable to arrange for the engineer to visit the school early the next morning. Kestrel Guards can facilitate this.
6. Re-secure the school and leave the school site. Kestrel Guards can facilitate this.

10. TRAINING

The federation purchase e-training modules through iHasco for Health and Safety training, these modules include:

- Display Screen Equipment (DSE) – office based staff
- Fire Awareness (Education) - all staff annually
- Fire Warden (Education) - all fire wardens annually
- Manual Handling - all staff recommended
- Slips, Trips and Falls - all staff recommended

11. ADDITIONAL INFORMATION

This policy has been kept as brief as possible. Additional information is to be found in the Curriculum Guidelines, Job Specifications, other school policies and on the Southampton City Council website.

In addition, the following publications are available in school:

- Off-Site Activities (EVOLVE)
- Hazardous Pursuits (EVOLVE)
- Risk Assessments

The following sources of expert advice are also available:

SCC Safety Office	02380 833464
Environmental Safety Officer	02380 223855
Community Health	02380 296904
School Nurse	02380 538738
Southampton General Hospital	02380 777222
Kestrel Guards	02380 666760

Advice is usually available from Southampton General Hospital over the telephone.

12. MONITORING THIS POLICY AND GUIDELINES

All aspects of health and safety are tracked and recorded. These include:

ITEM	WHERE HELD?
Termly fire drills and records of evacuations	Fire log book, SBMs office
Daily site checks	Online: Google Docs, H&S audit visual checks
Weekly/Monthly site checks (SM/SBM)	Online: Google Docs, H&S walk
Statutory compliance visual checks, weekly, monthly	Online: Google Docs, H&S audit visual checks, Maintenance file in SBM office sign off sheets
Monthly SM and SBM H&S meetings	Online: Google Docs, H&S audit visual checks
Termly formal health & safety inspections (reported to Governors Finance & Resources Committee)	Standing agenda within WGB meeting
Annual health & safety inspections with Governor review	SBM holds completed template and reported in Gov minutes
First Aider training certificates	First Aid folder in SBMs office. Posters in First aid areas.
iHASCO online health and safety training registers	Online, iHasco suite. Copies held in whole school training register SBMs office

Regular health and safety monitoring, both formal and informal, is described within this document. The main persons involved are the Headteacher, Site Manager, and Health and Safety Representative and the Health and Safety Governor.

All staff will be invited to contribute information before the formal termly inspection via the Health and Safety notice board in the staff area.

This policy is reviewed every 2 years however, in the event of any incident or accident where procedures do not appear to be satisfactory; the policy will be reviewed accordingly.

Fire Drill Record
Evaluation of Drill



Date:	
Time:	
School evacuation time: School register check Time:	
People Check: (register)	
Was this a drill/false alarm/fire:	
Responsible People:	
What went well:	
Action points:	
Any additional Comments:	



School Health and Safety Audit Checklist

Name of school:	Mason Moor Primary School
Persons involved:	
Date of inspection:	

Section 1 – Health & Safety Policy and management

		Yes	No	Comments
1.1	Does the school have a written Health & Safety Policy?			
1.2	Is the Health & Safety Policy specific to the school?			
1.3	Does the Health & Safety Policy define responsibilities of individuals e.g. Head Teacher, Governors, Health & Safety representative, First Aiders etc?			
1.4	Is a copy of the Health & Safety Policy available for reference by all staff?			
1.5	Is there documented evidence to show that staff have read and understood the Health & Safety Policy?			
1.6	Has a Governor been appointed with specific responsibility for health and safety?			
1.7	Is the health and safety law poster displayed?			

Section 2 – Risk assessments

		Yes	No	Comments
2.1	Are there written arrangements in place stating who is responsible for carrying out risk assessments?			
2.2	Is a suitable risk assessment system in use?			
2.3	Have risk assessments been carried out for all significant school activities and for the management of the premises?			

Section 3 – Premises management

		Yes	No	Comments
3.1	Has a school-based person been appointed to carry out termly health & safety inspections of the whole school site?			
3.2	Does an appointed person carry out recorded visual safety inspections of the following areas; services (gas, water and electricity), premises (including any asbestos containing materials) storage, equipment/plant, grounds, trees.			
3.3	Are services (gas, water and electricity) isolation systems clearly marked and kept free of obstructions?			
3.4	Is a premises management plan in place?			
3.5	Are documents available showing yearly inspections are carried out by contractors for gas appliances, where applicable?			
3.6	Are documents available showing inspections are carried out for			

	electrical appliance testing (PAT), including cleaning equipment.			
3.7	Are documents available showing 5 yearly inspections are carried out by contractors for fixed wiring?			
3.8	Is there safe access for loading and unloading large materials, catering supplies and equipment etc?			
3.9	Is there a procedure in place to ensure that water temperature devices (e.g. thermostatic control valves for mixer taps etc) are checked annually?			
3.10	Does the school have a current asbestos management plan?			
3.11	Are contractors made aware of the asbestos risk, as appropriate?			
3.12	Are annual risk assessments carried out for legionella?			
3.13	Are water temperatures and return temperatures in taps regularly checked?			

Section 4 – Fire safety and emergency procedures

		Yes	No	Comments
4.1	Is there a fire safety risk assessment that has been reviewed in the last 12 months?			
4.2	Are escape routes clear of obstructions?			
4.3	Are fire doors in place?			
4.4	Are exit doors free from internal/external obstruction?			
4.5	Are evacuation notices displayed adjacent to alarm call-points and key locations?			

4.6	Are fire drills held termly?			
4.7	Is there documented evidence to show that fire drills have taken place?			
4.8	Have extinguishers/alarm been serviced within last year?			
4.9	Is there documented evidence to show that contractors maintain and inspect fire fighting equipment and fire alarm systems, including smoke detectors and operation of emergency lighting.			
4.10	Is the alarm audible throughout the school?			

Section 5 – Accident and incident reporting and investigation

		Yes	No	Comments
5.1	Is there a written accident, disease and dangerous occurrence reporting procedures?			
5.2	Is there a clear written procedure for the reporting of violence to staff from pupils, parents, contractors, visitors etc?			
5.3	Is there evidence to show that risk assessments are reviewed as a result of accidents, diseases or dangerous occurrences?			

Section 6 – Safety training

		Yes	No	Comments
6.1	Have all staff received induction training when starting employment with the school (including temporary and supply staff)?			
6.2	Have the School Business Manager and Site Manager received appropriate safety training?			

6.3	Is safety training delivered for staff who lead or attend educational visits?			
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Section 7 – External Areas and Play Equipment

		Yes	No	Comments
7.1	Are paths and playgrounds free from foreseeable trip/slip hazards, pot holes, nettles etc?			
7.2	Are manholes secure?			
7.3	Are grass areas reasonably even and free of glass, needles and nettles?			
7.4	Are regular checks by a contractor carried out on all trees on the school site?			
7.5	Is the perimeter fencing sound?			
7.6	Is play equipment well maintained and free from sharp edges or rough surfaces?			
7.7	Does the school provide adequate areas of shade outside for pupils during lunch and break times?			
7.8	Are ponds suitably protected?			
7.9	Are safety surfaces installed around external play equipment not sited on grass?			

Section 8 – Vehicles On Site

		Yes	No	Comments
8.1	Are traffic routes marked or signed?			
8.2	Where possible, is there segregation of vehicles and pedestrians?			

8.3	Is there designated parking e.g disabled, minibus?			
8.4	Are traffic warning signs and markings clear?			

Section 9 – Building Issues

		Yes	No	Comments
9.1	Are floors and floor coverings in good condition?			
9.2	Are handrails sound?			
9.3	Are door mechanisms in good working order?			
9.4	Are finger guards in place?			
9.5	Is safety glass used where appropriate?			
9.6	Are facilities for people with disabilities appropriate?			
9.7	Do gutters, down-pipes and other fixtures appear sound?			
9.8	Are security systems adequate?			

Section 10 – Temperature & Ventilation

		Yes	No	Comments
10.1	Can a reasonable room temperature be maintained?			
10.2	Are fans/blinds provided to alleviate high temperature?			
10.3	Is the natural and artificial ventilation adequate?			

Section 11 – Lighting

		Yes	No	Comments
11.1	Are all lights working?			
11.2	Are diffusers clean?			

11.3	Is internal lighting adequate?			
11.4	Is external lighting adequate?			

Section 12 – Electricity

		Yes	No	Comments
12.1	Is access to electrical system restricted to authorised persons?			
12.2	Is there a warning sign displayed?			
12.3	Is there an electric shock first aid poster displayed?			
12.4	Are materials in the electrical cupboard stored in a safe manner?			
12.5	Are portable electrical appliances tested periodically by a competent person?			
12.6	Are plugs and leads in good condition?			
12.7	Are socket outlets at least 1m away from running water?			

Section 13 – First Aid and Medical Provision

		Yes	No	Comments
13.1	Are names of first aiders displayed?			
13.2	Are certificates valid?			
13.3	Are first aid boxes adequately stocked?			
13.4	Are arrangements in place for safe disposal of body fluids and sharps?			
13.5	Do staff wear gloves when dealing with body fluids?			
13.6	Are staff aware of your policy for administering medicines?			

Section 14 – Welfare Provision

		Yes	No	Comments
14.1	Are there suitable toilet facilities?			
14.2	Are suitable washing facilities available?			
14.3	Are the facilities adequately inspected, cleaned, ventilated and lit?			
14.4	Have drinking water outlets been labelled?			
14.5	Are there appropriate facilities for people who are unwell?			

Section 15 – Working at Height

		Yes	No	Comments
15.1	Are steps or 'kick-stools' available and used appropriately?			
15.2	Are ladders/scaffold towers in good condition and stored securely?			
15.3	Are ladders/scaffold towers used by authorised persons only?			
15.4	Is there a safe system for working at height e.g. roofs?			
15.5	Where staff cleans windows, have safe procedures been agreed?			
15.6	If a window-cleaning contract is used has a safe system of work been agreed?			

Section 16 – Miscellaneous

		Yes	No	Comments
16.1	Is furniture in good condition?			
16.2	Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?			

16.3	Is storage of small quantities of flammable/hazardous substances suitable?			
16.4	Do office staff have enough working space?			
16.5	Are all parts of the school maintained in a clean and tidy condition?			
16.6	Are there adequate facilities for the safe storage and disposal of waste?			