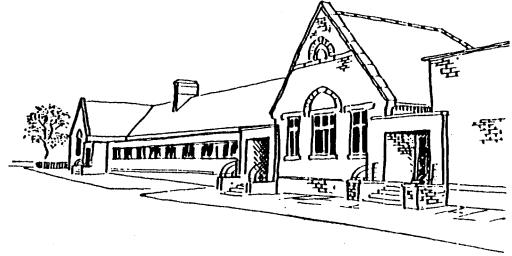


Mundella Primary School Policies

Health and Safety Policy



Date Created/Updated: April 2020

Created : from Sheffield Council Policy

Date to be Reviewed: April 2021

This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site

INTRODUCTION

Under the Health and Safety at Work Act 1974, every organisation that employs five or more people must have a written Health and Safety Policy. Although Sheffield Council has safety policies it is important that individual schools have their own site specific policy so that roles and responsibilities are clearly understood.

MAKING THE POLICY WORK

Everyone working in our school, from the Headteacher to new members of staff has their own responsibilities. All people that work with us need to be involved so that everyone understands their responsibilities and can act on them. It is a legal requirement to communicate our safety policy to all employees.

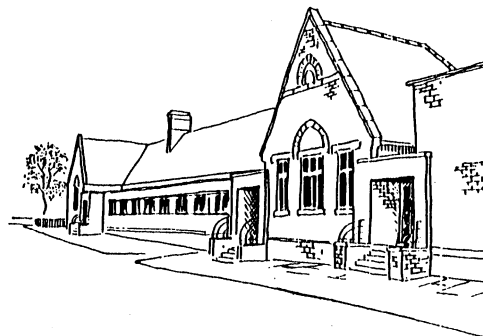
COMMUNICATION AND CONSULTATION

Steve May is our appointed representative on health and safety issues. Health and Safety is an agenda item at whole school staff meetings and at Finance and Premises Governor committee meetings.

HELP AND ADVICE

Advice on any health and safety matter can be obtained through the Health and Safety Team on 0114 2734082 or via email healthandsafety@sheffield.gov. Some useful telephone numbers are attached to the policy.

This is the Health and Safety Policy of:
Mundella Primary School
Mundella Place
Sheffield
S8 8SJ



POLICY STATEMENT

The Headteacher, Governors and staff at this school are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

AIMS

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment and systems of work that are safe and without risks to health.
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from the CYPF and other bodies to the correct user[s].

- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information.

This safety policy will be regularly reviewed and updated

Signed	Will Smith
Position	Headteacher
Date	April 2020
Date for Review	April 2021

RESPONSIBILITIES

- 1 Overall responsibility for the management of health and safety in the school is that of:

Will Smith (Headteacher)

- 2 Responsibility for the following areas is that of:

Area of Work: Premises

Name: Steve May, Anne Tonge

Area of Work: Educational visits

Name: Will Smith, Clare Caseley

Area of Work: Curriculum

Name: All teaching staff

Area of Work: Extended schools

Name: Will Smith, Anne Tonge

GENERAL RESPONSIBILITIES

The Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the headteacher, staff or parents, through their termly meetings or any emergency meetings which may be called due to unforeseen circumstances.
- Ensure that the Councils Health and Safety Policy is brought to the attention of all staff and implemented in school
- Help prepare and implement a 'site-specific' health and safety policy
- Confirm compliance with statutory and LA policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:
 - Whole school staff training at the beginning of each school year.

The Headteacher will:

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate

- Ensure the provision of adequate training, instruction and supervision for all members of staff
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:
 - Staff induction
 - Whole school staff meetings - health and safety is an agenda item
 - If risks arise during the term, information is given at lunchtime meetings and written on lunchtime meeting notes which are emailed to all staff.

All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school's policies and procedures and follow any Codes of Practice produced by the school or Sheffield Council.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments whether in school or on educational visits
- Attend health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders
- Bring to the attention of the headteacher any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the Health and Safety policy of their employer

School Health and Safety Representative

- The Governing Body and Headteacher recognise the role of safety representatives. Safety representatives will be allowed paid time off to enable them to fulfil their duties
- We communicate and consult with safety representatives on a regular basis about health and safety matters and other facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

Our health and safety representative is Steve May

General Arrangements to Keep People Safe

1. Risk Assessment

Risk Assessments are a legal requirement mainly under the Management of Health and Safety at Work Regulations 1999, although most health and safety legislation requires a risk assessment approach.

All our Risk Assessments are recorded. We usually use the CYPF's Generic Risk Assessment booklet. The blank assessment form is downloaded from Schoolpoint annually. The booklets are kept on the school premises. Risks are assessed on an annual basis, following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all our members of staff

Risk assessments are usually kept:

Document	Location
Fire Risk Assessment	Business Manager's room
Generic premises Risk Assessment	Business Manager's room
FS Risk Assessment	FS
Educational Visits Risk Assessment	Office filing cabinet
Hazardous substance Risk Assessment	Building Supervisor's room
Task/activity based Risk Assessment	School network - Staff share - Risk Assessments folder

The following people assist with the assessment process for their individual area of work:

Name	Area of Responsibility
Will Smith, S May	Generic Risk Assessments timetabled to take place first 3 weeks in September
Clare Caseley	Educational Visits assessments to be carried out prior to every visit and filed in the office
Will Smith	Residential visit risk assessments
Steve May or member of SLT	Health and Safety amendments after any accidents, if necessary. Staff to report accidents or near misses to Steve May.
S May, Anne Tonge	Amend policies and procedures following any LA directives
S May, A Tonge, Will Smith	Asbestos assessment following any incident or annual visit from LA officer

It is the headteacher's responsibility to ensure that risk assessments are carried out. However the headteacher may request the assistance of competent staff in carrying out a risk assessment.

2. Fire

An outbreak of fire in a school can be extremely serious. Under the Regulatory Reform (Fire Safety) Order 2005, there is a legal requirement for each building to have an up to date fire risk assessment. This should identify all sources of heat with the potential to cause fire e.g. gas heaters, bunsen burners, cookers etc. and also consider the storage of combustible materials.

When the school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc)

Ongoing monitoring is required to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors should be kept closed to stop fire spreading. Hydraulic door closers should be maintained to ensure correct operation (damage to these closers is very common in schools).

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment including Arson Assessment	Business Manager's room
Fire Precautions Logbook	Business Manager's room
Fire Safety Training records	Within Fire Precautions logbook

The following people have a role to play in ensuring fire safety issues are adequately dealt with:

Name	Responsible for:
Will Smith	Ensuring there is a current fire risk assessment in place and a process for reviewing/updating this on a regular basis. Fire Risk Assessment is part of the servicing schedule
Anne Tonge and Steve May	Inducting new members of staff and supply/agency staff, contractors etc
Will Smith	Making sure that staff receive regular refresher training
Anne Tonge	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Will Smith	Ensuring that regular fire drills are carried out and recorded
Will Smith and Steve May	Keeping the Fire Precautions Logbook up to date.

3. Permission to Work

The CYPF Permission to Work process is in place at this school for all work that is intrusive to the fabric of the building. The following people have responsibilities:

Steve May	Ensuring that the Council Assets Team are informed at the planning stage of any work that is intrusive to the fabric of the building
Will Smith	Inducting new members of staff in the process
Steve May	Ensuring that all non-intrusive work is risk assessed
Steve May	Keeping an up to date log of all non-intrusive work

4. Asbestos

Asbestos is a naturally occurring material that has been used for many years in the construction of buildings and in many products. It was mainly used because of its fire proofing and insulation qualities.

We have an Asbestos Management Survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept:

Document	Location
Asbestos Register	On the bookshelves below the reception desk in the entrance hall.
Asbestos management survey and risk assessment	On the bookshelves below the reception desk in the entrance hall.
Asbestos survey review documentation	On the bookshelves below the reception desk in the entrance hall.

NB The location of the register is important, as it must be readily available to all who need to consult and sign it.

The following people have responsibilities:

Name	Responsible for:
Will Smith	Overall responsibility as named the duty holder
Steve May, Will Smith and Anne Tonge	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to carry out work (eg other school/site staff, surveyors, contractors, computer technicians, visitors, helpers etc)
Steve May	Advising the Assets Team at the concept stage of work via the permission to work scheme
Anne Tonge	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work eg wiring, refurbishment, plumbing, demolition
Steve May	Regularly reviewing the condition of asbestos material and recording the findings
Steve May	Regularly reviewing asbestos risk assessments and recording findings
Anne Tonge	Making sure that floor plan changes are recorded and updated

The following people have attended asbestos training

Name	Date of training
Steve May	17/06/14

Asbestos Hazards in this school:

Hazard Reference	HAZ01104
Location	Panel to disused door between Food Technology room (018) and corridor
Management Instructions	Termly check to make sure that it is in a sound condition, record check on asbestos checking sheet. Staff to inform Buildings Supervisor if any flaking of paint is seen.
Hazard Reference	HAZ01106
Location	Dining Room floor (023)
Management Instructions	Tiles covered by flooring, if flooring is removed to replace at any time contractors to be informed when signing asbestos register

5. Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site

Document	Location
Legionella Survey	On the bookshelves below the reception desk in the entrance hall.
Legionella Log Book	On the bookshelves below the reception desk in the entrance hall.

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Will Smith	Overall responsibility as Named Duty Holder. Reviewing monthly Legionella test report from Building Supervisor
Anne Tonge	Ensuring that the recommendations of the Legionella risk assessment are carried out

Anne Tonge	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Steve May	Ensuring that all activities identified in the maintenance programme are carried out and recorded
Steve May	Keeping the Log Book up to date

The following people have attended Legionella training

Name	Date of Training:
Steve May	18/11/16

6. Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the CYPF Health and Safety Advisers.

Document	Location
Accident Report Forms	Business Manager's room
RIDDOR report forms	Business Manager's room

The following people have responsibilities for:

Name	Responsible for:
All staff	Recording all accidents to staff / pupils
Will Smith	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the incident call centre (0845 300 9923) and also to the CYPF Health and Safety Team
Will Smith	Ensuring risk assessments are reviewed in light of lessons learned
Steve May	Preparing half termly summary of accidents from first aid/ accident books

Anne Tonge	Periodically reviewing accident reports to identify trends
Anne Tonge	Reporting serious incidents / accidents to Governors

7. First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate.

NB There is sufficient paediatric first aiders to ensure cover on all off site activities involving young children.

Our school risk assessment identifies the actual number of first aiders required.

(As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1 day emergency first aid certificate)

The following people hold a relevant first aid qualification.

Name	Usual Location on Site	Date of Qualification
Lyndsay Bailey (Paediatric training)	FS classroom	19.10.19
Sarah Barwell (3 day qualified and paediatric training)	PPA Room	Paediatric 18.04.18 3 day qualified 18.04.18
Susan Bentley (3 day qualified)	KS1 classrooms	06.06.17
Sally Booker (3 day qualified and paediatric training)	FS classroom	Paediatric 3 day qualified 17.1.20 First Aid at Work 02.05.18
Clare Caseley	Office	Emergency First aid at work 27.9.19

Colette Dickinson (Paediatric training)	Y3 classroom, dining room or	16.03.18 Ready for Anything 9.12.19
Wendie Harrison (3 day qualified)	Office	8.10.18
Lisa Hewitt (Paediatric training)	Lisa Hewitt's office	21.03.19

The following people have responsibilities for:

Name	Responsible for:
Will Smith	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Anne Tonge	Keeping records of First Aid Qualifications and ensuring these are re validated
First Aiders	Ensuring First Aid boxes are checked and restocked on a regular basis - when an item is used it should be replaced

8. Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the **Premises Package**).

Document	Location
Inventory of Portable appliances	Building Supervisor's room
PAT testing Certificate	Building Supervisor's room
Fixed installation test certificate	Building Supervisor's room

The following people have responsibilities for:

Name	Responsible for:
Steve May	Visually checking portable electrical appliances
Steve May	Testing of portable appliances

Anne Tonge	Ensuring the five yearly checks are carried out on the fixed installation
Steve May	Arranging repairs / remedial work
Steve May	Showing key members of staff how to isolate the electrical supply in an emergency situation

9. Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (*Gas Safe*) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Building Supervisor's room

The following people have responsibilities for:

Name	Responsible for:
Steve May / Anne Tonge	Arranging the testing and maintenance of gas appliances
Steve May	Arranging repairs / remedial work
Steve May	Ensuring any work to gas appliances is carried out by a competent contractor (<i>Gas safe</i>)
Steve May	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

10. Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the *COSHH* regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	Building Supervisor's room
Hazard Data Sheets	Building Supervisor's room, cleaning cupboards

Documented risk assessments	Building Supervisor's room
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The following people have responsibilities for:

Name	Responsible for:
Steve May	Keeping the inventory up to date
Steve May	Ensuring hazard data sheets are available
Steve May	Making sure that risk assessments are documented
Steve May/ Anne Tonge	Making sure Personal Protective Equipment (where necessary) is provided and worn
Steve May	Training staff in the safe use and handling of substances
Steve May	Disposing of surplus substances safely

11. Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- ~ Supporting the Headteacher when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit
- ~ Ensuring that all members of staff receive induction training in the schools process for educational visits
- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	Filing cabinet in office
Educational Visits Generic Risk Assessments	Filing cabinet in office

The following people have responsibilities for:

Name	Responsible for:
Will Smith	Educational Visits Co-ordinator
Will Smith	Reporting Educational Visits to Governors

Will Smith	Ensuring staff receive induction training in educational visits
Will Smith	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Will Smith	EVOLVE training

12. Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	School network/Staff Share
Pupils individual care plans	School office
Consent Forms	School office

The following people can administer medicines and have received relevant training

Name	Date of Training	Type of training i.e. use of epi-pen
Lisa Hewitt	27/4/18	Ready for anything, epilepsy, asthma
Lisa Hunt	19/09/19	Ready for anything, epilepsy, asthma
Clare Caseley	27/9/19	Ready for anything, epilepsy, asthma

13. Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education - formerly BAALPE) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
CLEAPSS	Online
AfPE	Online
DATA	Online

The following people have responsibilities for:

Name	Responsible for:
Will Smith	Ensuring risk assessments are in place for all tasks / activities

14. Work Experience

The secondary schools' Work Experience Co-ordinators will be expected to ensure that there is clear communication and co-ordination between us as a placement provider and students. Anne Tonge to complete relevant paperwork provided by the secondary school

The following people have responsibilities for:

Name	Responsible for:
Anne Tonge	Work Experience Co-ordinator

15. Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the schools risk assessment process. All members of staff have the opportunity to contribute to the schools stress risk assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress at work policy	School network - Staff Share
Information relating to Employee Assistance Programme	Schoolpoint

16. Monitor and Review

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

Useful Contacts

Health and Safety Team - Contact details: 0114 2734082 or
healthandsafety@sheffield.gov.uk

Transport & Facilities Management Team - Contact details: 0114 2735621
PFMContactCentre@sheffield.gov.uk

Insurance & Risk Team - Contact details: 0114 2053915 Risk@sheffield.gov.uk

Useful Websites

[Schoolpoint](#)

[Technology Forge](#)

www.hse.gov.uk