



Health and Safety Policy
December 2023

Health & Safety Policy

This is the statement of general policy and arrangements for: Monkston Primary School
The Governing Body has delegated responsibility for health and safety, overall and final responsibility lies with the Kingsbridge Educational Trust
The Head Teacher has day-to-day responsibility for ensuring the policy is put into practice.

Statement of general policy	Responsibility of:
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Head Teacher
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Head Teacher and Deputy Head
Engage and consult with employees on day-to-day health and safety conditions	Business Manager
Implement emergency procedures – evacuation in case of fire or other significant incident	Head Teacher
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Site Manager

Signed: (Chair of Governors):
Date:

Health & Safety Policy will be reviewed every year or if it is no longer valid e.g. if circumstances change.

Health & Safety Poster is displayed in	The medical room
First Aid boxes are located:	The medical room, specialist class room, Year 5/6 Group Room and Year 1/2 Group Room
Accident book is located in:	The medical room

Accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). <http://www.hse.gov.uk/riddor>

For a copy of our Health & Safety Policy please visit www.monkston.org

For more general Health & Safety information please visit <http://www.hse.gov.uk>

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1. STATEMENT OF INTENT

The Governing Body of Monkston Primary School will take all steps within its power to meet its responsibilities under the *Health and Safety at Work etc Act 1974* and other health and safety legislation relating to its activities.

This policy describes our organisation and arrangements for the management of health and safety within the school.

2. ORGANISATION

2.1 Responsibilities of Governing Body

The Governing Body will:

- (i) Formulate a Health and Safety Policy setting out in writing the responsibilities and arrangements for ensuring safety in the school;
- (ii) Regularly review health and safety arrangements within the school;
- (iii) Implement new arrangements as necessary;
- (iv) Provide appropriate resources from within the school's delegated budget to implement the arrangements set out in this policy and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (e.g. premises and equipment maintenance, staff training);
- (v) Receive from the headteacher, or other appropriate members of staff, reports on health and safety matters and report to KET, or other external body as appropriate, any hazards which are their responsibility, or which the Governing Body is unable to rectify from its own resources;
- (vi) Seek appropriate specialist advice from the KET and/or others on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- (vii) Promote high standards of health and safety in the school;
- (viii) Delegate the Governing Body's responsibility on all matters relating to health and safety to the Finance & Personnel Committee. A named member of this committee will take a special interest in health and safety issues.

2.2 Duties of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to the employees of the school, of which the headteacher is the most senior member of staff. All employees, under the direction of the headteacher, should:

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- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- Co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- Not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- Report to their employer any serious and immediate danger to health and safety;
- Report to their employer any shortcomings in the arrangements for health and safety;
- Follow instructions when using any machinery, equipment, dangerous substance or safety device;
- Only use equipment when satisfied that they have received proper training in its use;
- Ensure risk assessments relating to any current Government guidance are adhered to.

Disciplinary action may be taken against anyone disregarding safe working practices.

2.3 Responsibilities of the Headteacher

The headteacher will:

- (i) Have overall responsibility for implementing the school's health and safety arrangements as assigned by the Governing Body;
- (ii) Be the focal point for day-to-day references on health and safety at the school and give advice or indicate sources of advice;
- (iii) Report to KET any hazards which cannot be rectified immediately or from within the resources of the Governing Body;
- (iv) Stop any misuse of equipment;
- (v) Arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- (vi) Enforce a no smoking policy within the school premises and grounds;
- (vii) Ensure that instructions from the KET/Milton Keynes Council on health and safety matters are reported to the Governing Body and/or implemented as appropriate;
- (viii) Seek specialist advice on health and safety matters when necessary;

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- (ix) Ensure that risk assessments relating to any current Government guidance and for on-site and off-site activities, where control measures need to be applied, are of a satisfactory standard, understood and acted upon by all relevant staff. Hard, signed copies of all approved risk assessments are kept in a folder in the main office/Headteachers office. Electronic copies are available for all staff to access – in the ‘staff’ area.

2.4 Responsibilities of Other Employees

2.4.1 Responsibilities of Curriculum Subject Leaders - Art, Design Technology, Science, ICT and P.E.)

- (i) Implement the school's health and safety policy in their area of responsibility;
- (ii) Where necessary, establish, maintain and monitor safe working procedures within their area of responsibility e.g. the use, handling, storage and transport of articles and substances (e.g. cutting equipment);
- (iii) Act on reports of health and safety problems that may be brought to their attention by staff and refer to the headteacher any matter that cannot be satisfactorily resolved within the resources available;
- (iv) Carry out regular safety inspection of their area of responsibility;
- (v) Provide, as far as reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety and that of others.

2.4.2 Responsibilities of Class Teachers:

A class teacher should:

- (i) Check that the classroom/work area and equipment is safe before use;
- (ii) Exercise effective supervision of the pupils and be aware of the emergency procedures and carry them out as necessary;
- (iii) Be aware of safe systems of work to be adopted in their teaching area and to ensure that they are applied;
- (iv) ensure that all associate staff or voluntary helpers assigned to the class know the health and safety requirements of class activities;
- (v) give clear instructions and warning of hazards and safety measures before work starts and to remind pupils of them as and when necessary (notices, posters, work sheets etc. are not enough on their own);
- (vi) ensure personal protective equipment is used.

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NB Students who are allocated to the school for teaching experience/observation must be made aware of their responsibilities for health and safety when they arrive.

2.4.3 Responsibilities of the Site Manager

The site manager should, so far as is reasonably practicable:

- (i) Ensure that the premises, and access to it is safe and without risk to health and to report any deficiencies to the headteacher;
- (ii) Ensure that the safe use, transport, handling and storage of articles and substances for which he is responsible and report any deficiencies to the headteacher;
- (iii) Ensure that the plant room is maintained in a safe condition and kept free of rubbish and other obstructions;
- (iv) Ensure the secure storage and correct selection and use of equipment for which he is responsible and that this equipment is regularly inspected, a record of these inspections is regularly kept and any equipment found to be unsafe is taken out of service until it has been properly repaired or replaced;
- (v) Ensure that maintenance and cleaning does not take place in areas where children are present unless in an emergency. Where work of this nature is necessary, additional precautions will be necessary to keep children well away from the work area;
- (vi) Ensure that the toilet facilities are maintained in a clean and hygienic condition, adequately ventilated and disinfected and supplied with supplies of soap and towels;
- (vii) Ensure that the school grounds, including playgrounds and playing field, are kept in a safe condition free of broken glass, dog fouling and other hazards to health and safety;
- (viii) Supervise the delivery, safe carriage and storage of supplies;
- (ix) Ensure that storage areas and cupboards under his control are maintained in a tidy and safe condition with uncluttered floor and appropriate access to equipment to enable shelves to be reached without danger;
- (x) Ensure that door handles are regularly cleaned throughout the day to help control the spread of infection;
- (xi) Ensure risk assessments relating to any current Government guidance are adhered to.

2.4.4 Educational Visits Co-ordinator (EVC)

The Educational Visits Co-ordinator should:

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- (i) Scrutinise all risk assessments for educational visits, signing only when satisfied that risk has been minimised by appropriate control measures;
- (ii) Advise the headteacher of any concerns over any aspect of a proposed educational visit.

3. ARRANGEMENTS

3.1 Fire and Other Emergencies

3.1.1 A range of emergency situations may arise in the school (e.g. fire, severe electrical fault, bomb alert, severe weather) for which the initiation of the emergency procedure may be necessary.

The procedures for emergency evacuation are clearly displayed in public areas and all classrooms. It is the personal responsibility of all staff and pupils to be familiar with these procedures.

3.1.2 In an emergency a teacher or other responsible person is to clear the area of people, take appropriate immediate action, e.g. close doors, isolate services, call emergency services and summon the headteacher or deputy headteacher to arrange follow-up action.

3.1.3 In the event of an emergency, the school's Business Continuity/Emergency Plan will determine how the school responds.

3.1.4 In the event of an emergency lockdown, the school's Emergency Lockdown Procedure will be followed.

3.1.5 Fire drills are held once per half term and are initiated by the site manager.

3.1.6 Details of the positions of the following isolation points (water, electricity, gas) are kept in the Site Manager's office and plant room.

3.2 Fire Prevention and Detection Equipment Arrangements

3.2.1 The site manager is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

<u>System Type</u>	<u>Location of Test Records</u>
1. Fire Alarm (weekly during term time)	site manager's office
2. Emergency Lighting System (monthly)	site manager's office

3.2.2 The site manager is responsible for conducting a termly visual inspection of fire-fighting equipment.

3.2.3 The school business manager, in liaison with the site manager, is responsible for arranging for a qualified external contractor to undertake the annual test of fire-fighting equipment.

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3.3 Hazard Reporting and Risk Assessment

- 3.3.1 All employees and governors should report hazards of which they become aware by completing 'Health & Safety Report' saved in the Health & Safety folder in the 'staffshare' drive. The Site Manager will check this daily and make hazards safe as required.
- 3.3.2 The headteacher is responsible for initiating a risk assessment and any remedial action decided upon.

3.4 First Aid

- 3.4.1 The current list of employees with a first aid certificate is held on file in the office. We are committed to having at least 60% of all staff holding current first aid qualifications.
- 3.4.2 On expiry of certificates or when an employee who has been trained as a first-aider leaves the school, the deputy headteacher will make arrangements to ensure that, wherever possible, we have at least 60% of staff qualified at any point in time.
- 3.4.3 The current list of employees trained to administer Adrenaline Pen Injection in the event of anaphylaxis shock is held on file in the office.
- 3.4.4 Other medical procedures, at the request of parents and/or health officials, should not be undertaken without authorisation of the headteacher and by willing and trained employees.
- 3.4.5 First aid boxes are kept at the following points in the school:
- The Medical Room
 - Year 1/2 Group Room
 - The Specialist classroom
 - Year 5/6 Group Room
- 3.4.6 Travelling first aid boxes are kept at the following points in the school:
- The Medical Room
- 3.4.7 The content of these boxes, as well as our Lifeline A.E.D. [automated external defibrillator], will be regularly checked by the welfare support assistant with responsibility for first aid.
- 3.4.8 Use of first aid materials and deficiencies should be reported to the welfare support assistant who will arrange for replacement.
- 3.4.9 First aid record books are kept in the following places in the school:
- Medical Room

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3.4.10 Details of contact numbers for the nearest hospital casualty department and other medical services are kept on the notice board in the school office.

3.5 Accident and Dangerous or Violent Incident Reporting and Investigation

3.5.1 An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book which is kept in the school office as soon as possible afterwards.

3.5.2 Accident reports should be drawn to the attention of and counter-signed by the headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work, the headteacher will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident, the headteacher will report the accident in accordance with RIDDOR.

3.6 Entering and Leaving the Premises

3.6.1 The site manager is responsible for opening and securing the building.

3.6.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the site manager, in consultation with the headteacher.

3.7 Maintenance of Premises and Housekeeping

3.7.1 All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The site manager will make a daily check. All employees are required to co-operate with decisions taken as a result of this check.

3.7.2 An employee encountering any damage or wear and tear of the premises which may constitute a hazard should make the site manager aware of the hazard and make a report as in 3.3.1.

3.7.3 Defective furniture should be reported to the site manager.

3.7.4 The site manager, in conjunction with the school business manager, is responsible for ordering repairs.

3.8 Adaptations or Improvements to Premises (Buildings and Grounds)

3.8.1 The school business manager is responsible for submitting proposals to the Council and for gaining the necessary approvals before work starts. This includes work financed by an external body or Friends of Monkston.

3.9 Training

3.9.1 The school business manager (SBM) will draw the following health and safety matters to the attention of all employees as part of their induction training:

1. Emergency Arrangements
2. Fire Drills

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3. First Aid Arrangements
4. Accident Reporting
5. Good Housekeeping
6. Codes of Safe Practice and Guidance
7. Maintenance Procedures
8. Waste Disposal and Cleaning Arrangements
9. Health and Safety policy and School Statement
10. Special Hazards/Responsibilities Associated with Work Activity
11. Special Needs of Young Employees (e.g. Work Experience Placements)
12. Risk Assessments relating to any current Government guidance

3.9.2 The SBM will identify health and safety training needs in consultation with the employees concerned.

3.9.3 Employees who feel that they have need for health and safety training of any kind should notify the SBM.

3.9.4 The SBM is responsible for reviewing the effectiveness of any health and safety training annually.

3.10 Work Equipment

3.10.1 Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:-

Please note: When the Site Manager is absent or off-site the Headteacher and/or Business Manager will cover as required

Equipment	Person responsible for selection/risk assessment	Persons authorised to use/ operate (who must make a visual inspection before use)	Person authorised to inspect and arrange repairs	Frequency of inspection
Access equipment (ladders, mobile access platform etc)	Site manager	Site manager Staff who have received training in use of ladders	Site manager	Termly
Caretaking and cleaning equipment	Site manager	Site manager Trained operatives	Site manager	Termly

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Equipment	Person responsible for selection/risk assessment	Persons authorised to use/operate (who must make a visual inspection before use)	Person authorised to inspect and arrange repairs	Frequency of inspection
PE equipment	PE Subject Leader	Qualified teachers	PE Subject Leader Plus annual inspection by suitably qualified & experienced person	Termly
Technology equipment	Technology Subject Leader	Qualified teachers Trained operatives	Technology Subject Leader	Termly
Science equipment	Science Subject Leader	Qualified teachers Trained operatives	Science coordinator	Termly
Electrical equipment (computer and classroom)	ICT Subject Leader	All staff Trained volunteers	ICT Subject Leader Plus annual inspection by suitably qualified & experienced person	Annually
Electrical equipment (other)	Site Manager School Business Manager	All staff Trained volunteers	Plus annual inspection by suitably qualified & experienced person	Annually
Stage lighting and sound equipment	Deputy or Headteacher	Site manager Head Deputy Head	Site manager	Annually
Stage	Deputy Headteacher	All staff	Site manager	Annually

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3.11 Safety Inspections

3.11.1 The site manager will conduct a health and safety inspection of the premises at least once every term. A nominated governor will conduct an annual inspection jointly with the site manager. Teachers will complete a class health and safety checklist each term.

3.12 Provision of Information

3.12.1 All employees have been informed of existing information held on the school site relevant to them by the deputy headteacher and have signed to confirm they have read and understood them. Records of this are kept in the deputy headteacher's office. New employees will be informed of all relevant health and safety information as part of the induction process.

3.12.2 All health and safety documentation is kept in or with the Health and Safety Handbook which is kept in the Site Manager's office and is readily available for reference by all employees. This is the master file. The exception is where information is more appropriately kept at a particular location (e.g. risk assessments for the use of hazardous substances).

3.12.4 All new health and safety information received at the school will be copied. The original will be kept on the appropriate file. The head or deputy headteacher will decide on the circulation of each document. A copy of the information will also be displayed for two weeks on the school health and safety notice board in the medical room.

3.13 Educational Visits

3.13.1 Further details regarding the approval process and guidance for educational visits and journeys can be found in the Educational Visits policy.

3.14 Dangerous Substances

3.14.1 Inventories of dangerous substances used in the school are maintained by the site manager/site supervisor, who will ensure their safe use in accordance with COSHH (Control of Substances Hazardous to Health).

3.15 Waste Management and Cleaning Arrangements

3.15.1 Waste is collected daily by the cleaners and the site manager will arrange for its safe storage in appropriately sited secure containers. All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the site manager who will arrange for its disposal.

3.15.2 All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the site manager who will arrange for them to be dealt with.

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3.15.3 Hazardous materials or substances require special procedures for disposal. All employees are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the site manager.

3.15.4 The site manager is responsible for informing the Waste Authority of any items of general waste to be collected.

3.15.5 The cleaning arrangements for the school are set out in the cleaning schedule.

3.15.6 An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the headteacher or site manager who will assess whether the arrangements can be changed.

3.16 Use of Premises Outside School Hours

3.16.1 The school business manager, in consultation with the headteacher, is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

3.16.2 The site manager is responsible for informing other users of the building of the presence of any hazards which have not been rectified.

3.16.3 The site manager is responsible for checking that the premises are left in reasonable order by other users before locking up.

3.17 Safety Representatives and Safety Committees

An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. He/she will be offered facilities in accordance with the Local Authority's Code of Practice.

3.18 Visitors and Contractors

3.18.1 All visitors and contractors should report on arrival on site to the school office who will:

- (i) Identify a contact person;
- (ii) Issue an appropriate lanyard or sticker i.e. visitor;
- (iii) Provide them with relevant health and safety information, including risk assessments relating to any current Government guidance;
- (iv) Remind them of their duties to the school community – e.g. prioritising the welfare of all pupils and behaving accordingly;
- (v) Provide them with a 'School Visitor Safeguarding Guide'.

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3.18.2 Visitors will be expected to sign in using the e-Reception book app and adhere to risk assessments relating to any current Government guidance.

3.18.3 An employee seeing an unidentified person should challenge that person and, if necessary, escort them from the premises, seeking assistance if required.

3.18.4 Responsibility for liaison with contractors lies with the school business manager and site manager.

3.19 Supplies (Purchasing/Procurement and Deliveries)

3.19.2 Deliveries of goods will be reported to the school business manager.

3.19.3 Arrangements for the safe movement and storage of supplies will be made by the site manager.

3.20 Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LA Safety Officers, Environmental Health Officer

Notification of visits and recommendations should be given to the Headteacher who will (i) Co-ordinate action (ii) report matters requiring authorisation/action to the Governing Body or LA.

3.21 Display Screen Equipment

3.21.1 All office staff, as well as headteacher, deputy headteacher and senior assistant head are classified as regular users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

3.21.2 The school business manager is responsible for carrying out the appropriate risk assessment.

3.21.3 The headteacher is responsible for initiating action required as a result of the assessment.

3.22 Noise

An employee concerned about the noise levels at work should report the matter to the Headteacher who will arrange for remedial action or for an assessment to be made by the Milton Keynes Council Environmental Health Department.

3.23 Smoking

Smoking is strictly prohibited in the school premises and grounds.

3.24 Administration of Medicines

3.24.1 The headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.

3.24.2 Records of requests for the administration of medicines to pupils which the school has agreed to meet are kept in the medical room.

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3.24.3 The administration of medicines record book is kept in the medical room.

3.25 Vehicles

3.25.1 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the headteacher (prior to the first use of any vehicle). The driver will ensure that he/she has a valid licence and appropriate comprehensive insurance and that the vehicle is roadworthy and fitted with a suitable child restraint for children 3 - 11 under 1.35 metres in height; backless booster seats must not be used for children shorter than 125cm or weighing less than 22kg. The school will take out additional insurance to cover employees using their own private vehicles for business (i.e. school) use.

3.26 Audit, Review, Performance Measurement and Action Plan

3.26.1 The Governors Finance & Personnel Committee is responsible for carrying out an annual review of this policy and its implementation in the school.

3.26.2 Kingsbridge Educational Trust is responsible for external audit of the management of health and safety in the school.

For further information please see the policies/procedures detailed below:

- Business Continuity/Emergency Plan
- First Aid Policy
- KET Health & Safety Statement of Principles
- KET Safeguarding & Child Protection Policy
- Lockdown Procedure
- Medical Conditions Policy
- Trips & Visits Policy
- Code of Conduct for Teaching & Associate Staff
- Staff Handbook
- Lettings Policy
- Risk Assessments