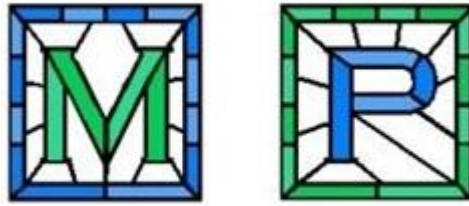


**Monkfield Park**



**Primary School and  
Care & Learning Centre**

# **Health and Safety Policy and Procedures**

Approved by the Governing Body in:  
**Summer 2016**

## **Statement of General Policy on Health, Safety and Welfare**

Monkfield Park believes that health and safety is paramount in all areas of its activities. It is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Monkfield Park is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its stakeholders, visitors and contractors.

Monkfield Park aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to activities in order to identify sensible, realistic and effective control measures which facilitate the safe delivery of aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of its health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The Governing Body is accountable for the management of health and safety and for the implementation of the health and safety policy.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior leadership team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

*Chris Kidson, **Chair of Governors***

*Sarah Jarman, **Headteacher***

*Signed:*

*Signed:*

*Date:*

*Date:*

## **Organisation and Responsibilities for Health, Safety and Welfare**

In order to ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### **1. Governing Body, Chair of Governors**

The Governing Body will comply with any directions issued by Local Authority (LA) concerning the health and safety of persons on the premises or taking part in activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the LA carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the LA will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation and the School's total education budget. They will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### **2. Headteacher, Sarah Jarman Care and Learning Centre Manager, Juliet Ferris**

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher and in the C&LC with the Manager. As managers of the establishments and of all the activities carried out within them, the Headteacher and Manager will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher and C&LC Manager will include:

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of Health and Safety at Work Regulations 1999;
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy;

- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire-fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a property manager;
- 2.12 The provision of appropriate health and safety information to governors;
- 2.13 Arrange for half termly evacuation drills and weekly fire alarm tests, etc.;
- 2.14 Arrange for annual lockdown drills;

**Arrange for annual staff training in the use of the panic alarm; Oversee alarm; oversee** all arrangements for educational visits and school journeys.

The Headteacher and the C&LC Manager may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher and C&LC Manager from the overall day-to-day responsibilities for health and safety within the establishment.

**3. Deputy Headteacher, Annie Howell**  
**Care and Learning Centre Deputy Manager, Julie Bamford/Joy Arlott**

The Headteacher and the C&LC Manager may delegate to either Deputy, some of the duties that are linked with the overall responsibilities of the Head and the C&LC Manager. More specifically the post holder will:

- 3.1 In conjunction with the Head and C&LC Manager, ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed;

- 3.2 In conjunction with the Head and C&LC Manager, ensure that the correct procedure is followed for the reporting, recording, investigating and following up of accidents on the premises;
- 3.3 As part of the critical incident team, formulate and review the arrangements for action to be taken and ensure that all involved are informed of the arrangements;
- 3.4.1 Report to the Headteacher and C&LC Manager any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.4.2 Ensure that all Directors of Learning of the School and the third in charge of the C&LC are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.4.3 Carry out induction training.

**4. Directors  
Third in Charge of the C&LC  
School Business Manager (SBM)**

All Directors, the Third in Charge of the C&LC and the School Business Manager are responsible to the Headteacher and the Manager of the C&LC for ensuring the application of this policy to all activities undertaken by their team. They will also have responsibilities for ensuring that all relevant parts of the LA's statement are observed and implemented by all members of staff in their respective teams. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risk assessments are undertaken within their teams and that control measures are implemented, and that assessments are monitored and reviewed;
- 4.2 ensure that appropriate safe working rules and procedures exist and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all reportable accidents (including near misses) are promptly reported and recorded using the appropriate forms;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Site Officer of any equipment/appliance which has been identified as being unsafe and which is in need of repair;

- 4.7 ensure that adequate levels of child supervision is available at all times;
- 4.8 have access to relevant published health and safety guidance from the Cambridgeshire County Council portal and ensure that all staff are aware of and make use of such guidance including that available in electronic format;
- 4.9 identify specific staff health and safety training needs and inform the relevant person;
- 4.10 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.11 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.12 resolve health and safety problems referred by members of their team. Any problems that cannot be satisfactorily solved must be referred to the relevant person;
- 4.13 ensure (via staff) that all children are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.14 ensure that good standards of housekeeping are maintained;
- 4.15 consult the LA's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

## **5. All Staff (including supply, temporary staff and volunteers)**

All of the above are responsible for the health and safety of all children under their control whilst involved in organised work activities on and off site and shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by children after carrying out a risk assessment. The staff/child ratio, the abilities and ages of the children involved, the activities to be undertaken, etc., will all need to be considered;
- 5.2 be aware of the health and safety policy and any local rules and arrangements which may apply specifically to the activity concerned;
- 5.3 ensure that safety instruction is given to all children prior to commencing practical sessions;

- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of evacuations and critical incidents. Details of these can be found in the Staff Handbook and the Critical Incidents Policy.
- 5.5 store first aid records and medical records confidentially;
- 5.6 ensure that children follow safety rules and that protective equipment is worn where appropriate;
- 5.7 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.8 ensure safety devices are in good condition and are used;
- 5.9 report any defective equipment to the relevant person, e.g. Site Officer;
- 5.10 investigate all accidents (in conjunction with Line Manager/relevant/appropriate person), which occur through activities;
- 5.11 propose for consideration by Senior Leadership Team (SLT) any improvements, which they consider, would improve health or safety standards;
- 5.12 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking children off site on educational visits.

All adults have general health and safety responsibilities both under criminal and civil law. They must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

They must also co-operate with the governing body and senior management so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All adults are required:

- 6.1 to participate in the risk assessment process and comply with findings;
- 6.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 6.3 to report all accidents according to the procedures included in Part 3 of this document;
- 6.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);

- 6.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 6.6 to, where necessary, make use of all control measures made available to them, e.g. kick stools etc.;
- 6.7 follow all relevant codes of safe working practice and local rules;
- 6.8 report any unsafe working practices to the relevant person.
- 6.9 advise the Property Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record appropriately and take whatever local action is necessary to minimise the risk until repairs can be arranged;

## **7. Site Officer**

The Site Officer is responsible to the Headteacher and C&LC Manager. The day to day and maintenance tasks are overseen by the School Business Manager. Site Officer duties include:

- 7.1 arranging for the repair, replacement or removal from service any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 7.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened drain covers etc.;
- 7.3 participating in premises checks, paying particular attention to the building structure, services, access to/egress from the site, main circulation areas etc.;
- 7.4 ensuring that other site staff are appropriately supervised;
- 7.5 identifying any particular health and safety training needs of site ~~staff~~staff;
- 7.6 ensuring that site staff are not involved in activities outside their limitations;
- 7.7 ensuring that any personal protective equipment issued to site staff is suitable for the task and that training is provided in the correct use of the equipment;
- 7.8 ensuring that all site staff work in accordance with safe working practices issued by Monkfield park and the LA etc.;



- 7.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

## **8. Children**

All children must be encouraged to follow safe working practices and safety rules.  
All children will:

- 8.1 follow instructions issued by any member of staff in the case of an emergency:
- 8.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.:
- 8.3 inform any member of staff of any situation, which may affect their safety.

## **9. Staff Safety Representative**

Monkfield Park has two volunteer health and safety representatives from its employees, one for the school and one for the C&LC.

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the trade union safety representative shall have the following functions:

- 9.1 make representations to the Headteacher on general matters affecting the health, safety and welfare of employees;
- 9.2 carry out workplace health, safety and welfare inspections;
- 9.3 attend any safety committee meetings;
- 9.4 co-operate with the employers in promoting health and safety at work.

**None of the above functions given to a trade union safety representative impose any legal duty or liability whatsoever on that person. A trade union safety representative is in no way obliged to carry out any or all of the above functions.**

**Names of employee volunteer Safety Representatives:**

Name	Contact Details	Area Covered
Annie Howell	Via school	School
Julie Bamford	Via C&LC	Care & Learning Centre

**10. Finance and Resources Committee**

Monkfield Park has established a Finance and Resources Committee, which meets half termly or more often if required. This committee has responsibility ~~for~~ ~~developing~~for developing and implementing measures to ensure the health and safety of all employees, children and others who may be affected by Monkfield Park activities. Membership of the Committee comprises of:

10.1 Headteacher: Sarah Jarman

10.2 Governors: Martine Simpson-Thomas, John Chapman, Anita Ratheb, Annie Howell, Sarah Jarman.

10.3 School Employee Volunteer Safety Representative: Annie Howell

10.4 C&LC Employee Volunteer Safety Representative: Julie Bamford

10.6 School Business Manager (Associate member)

The Finance and ~~Resources Committee~~Resources Committee will submit a half termly report to the Governing Body for their consideration. As a minimum, the report will contain details of serious incidents and injuries that have been reported to the LA during the preceding term. In addition, the report will detail any actions required as a result of the termly site safety inspection and of any drills that have occurred.

## Monkfield Park

### *Arrangements & Procedures for Health, Safety and Welfare*

The following procedures and arrangements have been established within Monkfield Park to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **1. Accident Reporting, Recording & Investigation**

- Employees must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses in accordance with the LA's Accident Reporting Procedure within five days.
- All reportable accidents, dangerous occurrences, and near misses must be reported online using on the standard LA Incident Reporting system at [www.reportincident.co.uk](http://www.reportincident.co.uk). Serious violent incidents and verbal abuse must be reported using the standard LA Incident Reporting system.
- "Near Misses" must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been a serious incident. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher and C&LC Manager must ensure that they have seen the completed forms before they are submitted to the LA by members of staff completing them together with the Headteacher/C&LC Manager. Copies of these forms are kept by the Headteacher and the LA. The incident reporting system allows for the member of staff to receive and e-mail copy, if they choose to have one.
- The Headteacher and Centre Manager must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.
- The online form must be completed and sent to the Health & Safety Team for absences through accident for periods of 3 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to [www.reportincident.co.uk](http://www.reportincident.co.uk) for guidance and full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource id 3904).

## **2. Asbestos**

The Monkfield Park site has no occurrences of asbestos.

## **3. Contractors**

Signs are displayed directing visitors and contractors to the School/C&LC. Property management will ensure that contractors adhere to all appropriate regulations. All contractors are instructed by the Property Manager to report to the school/CLC office prior to carrying out repairs and alterations. Contractors have to read and sign the LA hazard file kept in the offices. Strict adherence to the LA's Asbestos Management System is required by all contractors whilst on site. Equipment will not be loaned to contractors.

## **4. Curriculum Safety [including educational visits]**

Staff undertake suitable (written) risk assessments prior to commencing activities and ensure that health and safety is written into planning. Staff are suitably qualified to teach certain activities, e.g. PE by trained teachers or sports coaches. Staff have access to relevant safety information e.g. "Safety in PE". Staff who deliver PE should be trained in PE safety annually.

## **5. Drugs & Medications (see Medicines Policy and Supporting Children with Medical Needs Policy)**

## **6. Electrical Equipment [fixed & portable]**

Electrical appliances are inspected annually by a competent contractor and subjected to a Portable Appliance Test (PAT). Records are maintained by the Site Officer and School Business Manager. Unauthorised electrical equipment is not permitted on site, unless accompanied by current PAT certificate or proof of purchase within the previous 12 months. Defective equipment must be taken out of use and reported to the Site Officer.

The fixed wiring installation is inspected each 5 years by a competent contractor. Records are maintained by the Site Officer.

## **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

General fire safety, emergency evacuation procedures and fire precautions are published in the staff handbook.

All exit doors are clearly marked and emergency evacuation procedures and fire precautions displayed. Fire drill takes place every half term, the time of which will vary.

Entrance and exits must be kept clear of any obstruction to ensure the building can be evacuated effectively. Specific rules have been implemented to avoid obstruction at the entrances of Monkfield Park. These are clearly marked at each entrance.

## **EMERGENCY PROCEDURES**

Written emergency procedures regarding critical incidents are covered within the Critical Incident policy.

- In the event of a fire alarm all staff on site will evacuate children and others to the designated assembly point. The automated fire alarm system will summon the fire services automatically.
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating premises staff should ensure that premises and equipment are safeguarded as far as this is possible by closing doors and windows;
- Fire drills will be undertaken every half term. A programme of fire alarm tests are carried out by the Site Officer on a rolling programme and recorded in the Fire Alarm Test Record Book.
- In the event that an emergency vehicle needs to access the field staff will unlock the emergency gate.
- Disabled visitors and children will leave the building last so as not to impede the evacuation of others. Disabled visitors and children will be provided with an allocated member of staff to manage this.
- Details of service isolation points (i.e. gas, water, electricity) are located in the critical incident policy. Members of the SLT know where the gas isolation valve is located.
- Emergency procedures for incidents outside normal working hours are held by the named key holders.
- These procedures will be reviewed at least annually.

## **8. First Aid**

The Headteacher and C&LC Manager will ensure that suitable and sufficient trained first aiders will be available on the site during opening hours. The School Business Manager retains an up to date list of trained first aiders for the school and the C&LC Clerical Assistant retains an up to date list for the C&LC.

There are three first aid posts in the building of the school, one in the Medical Room, one in the staff room and one wall-mounted in Aquila Class and each class has a basic first aid kit. Midday supervisors have a portable first aid kit. A portable first aid kit is available to use off-site.

In the C&LC first aid kits are available in each room and a portable first aid kit is available for outside activities.

All classrooms have access to a telephone for summoning assistance. In the C&LC walkie talkies are used for similar purposes when outdoor activities are taking place.

The contents of the first aid boxes are checked and replenished as necessary. A check should be made at least once a term.

## **9. Glass & Glazing**

All glass is safety glass. Any replacement glass will be of safety standard.

## **10. Health and Safety Advice**

The competent person for H & S advice is the LA safety adviser. Currently this is Stuart Wood 01223 699122. The LA Health and Safety Team will complete a Health and Safety inspection upon request.

## **11. Housekeeping, Cleaning & Waste Disposal**

- Monkfield Park has made arrangements to ensure that the premises:
- are kept clean;
- have minimal accumulation of rubbish
- have arrangements for wet floor cleaning to minimise the risk of slips
- has a means of disposing of glass and sharp objects
- has arrangements for snow shifting
- has appropriate security/location of external waste bins and clinical waste bins

## **12. Handling & Lifting**

Monkfield Park follows the LA's Manual Handling Policy

## **13. Children's Jewellery, Clothing and Hair**

Jewellery will not be worn. The only exceptions are watches and studs for pierced ears, and cultural or religious adornments, which must be removed during school lessons involving physical exercise. If such items cannot be removed, the individual

is not prepared in an acceptably safe way and cannot continue as is, so must take part in modified activity. The school does not accept responsibility for removing or storing studs.

Children must wear appropriate PE kit for any physical exercise as detailed in the relevant prospectus.

Children must wear clothing and footwear which is safe and appropriate for all activities.

Outdoor shoes should be suitable for safe active play. High heels are prohibited.

Long hair should be tied back for PE and DT activities.

**14. Lettings/shared use of premises**

See Lettings Policy.

**15. Lone Working**

See Lone Working Policy.

**16. Maintenance/Inspection of Equipment**

See LA and Health and Safety Guidance on line. Electrical equipment and PE equipment is inspected by an approved contractor once a year. Hazardous materials are stored in the locked cleaner storage area. Control of Substances Hazardous to Health (COSHH) Assessments are available in this area. Hazard data information relating to cleaning materials is readily available on site.

**17. Monitoring the Policy**

This policy is monitored annually, or is updated in line with LA advice.

**18. Risk Assessments**

Fire Safety Risk Assessment for both premises is reviewed annually. Workplace activities including off-site educational visits are risk assessed by the relevant line manager who will also arrange special risk assessments for special cases, i.e. pregnancy, etc., and see that any controls necessary are implemented. Termly Safeguarding Site Walks take place involving members of the SLT and the Site Officer. Regular inspection of the premises and grounds is undertaken each term by the School Business Manager and a member of the Finance and Resources Committee. (A fire check list is available in the Risk Management Handbook.)

**19. School Trips/Off-Site Activities and School Transport**

Monkfield Park complies with LA guidance regarding requirements when planning off-site activities. Details are uploaded to the EVOLVE portal where necessary to obtain LA approval. Details for arranging off-site activities can be found in the staff handbook and the off-site activities policy.

**20. Smoking**

Monkfield Park is a non-smoking site.

**21. Staff Well-being / Stress**

Staff are advised to become a member of a Professional association and are also encouraged to discuss any concerns they may have about their well-being with their line manager.

**22. Use of Visual Display Units (VDUs) / Display Screens**

Monkfield Park follows LA guidance.

**23. Vehicles on Site**

Vehicles and pedestrians are segregated.

**24. Violence to Staff / Site Security**

Anti-harassment signs are on display to indicate to staff and visitors as to how they are expected to conduct themselves whilst on the premises. All staff and visitors must sign in and out of the buildings and there are security doors with fobs to prevent unauthorised access to the buildings. All staff are required to report all incidents of verbal and physical violence to the Headteacher. Serious incidents should be recorded using the 'report incident' website and non-serious matters should be recorded on a log of concern about an adult on school premises form. These can be found on the M Drive and in the Staff Handbook.

**25. Work Experience**

Work experience is authorised by the Headteacher/CLC Manager who delegate the day to day running of this to the Deputies to ensure that the staff induction policies are adhered to.