

Responsibility of Resources Committee
Discussed at Resources Meeting February 2021



Happy children; happy school.
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Health and Safety Policy

Responsibility of Resources Committee
Next review: Spring 2024

Health and Safety Policy Lavendon School

1. Statement of Intent

The Governing Body of Lavendon School will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act. The school's Health and Safety Policy should be read in conjunction with Milton Keynes Health and Safety manual of which a copy is available in school.

2. Organisation

2.1 The Governing Body will

- Take into consideration Health and Safety when setting priorities for spending the school budget allocations for premises or Devolved Capital
- Provide adequate resources to implement the Health and Safety arrangements set out in this policy
- Receive reports via the Resources committee on Health and Safety matters reported to the head teacher or LA Health and Safety (H & S) officers
- Seek specialist advice from the LA H & S officer when necessary
- Promote high standards of Health and Safety at Lavendon School.

2.2 Duties of all employees

Lavendon School is a community school and Milton Keynes Council is the employer for staff in community schools. Most of the day to day responsibilities for Health and Safety are monitored by the school caretaker(s), or, in her/his/their absence, the Head Teacher. However employees should:

- Take reasonable care for H & S themselves and other persons who may be affected by their actions at work
- Co-operate with the Head Teacher and other school staff in all matters of H & S
- Not interfere with or misuse any school equipment
- Report to the Head Teacher or a senior teacher in his/her absence, any immediate danger to health and safety
- Follow instructions for the use of any equipment or tools or substances which could pose a hazard
- Only use equipment when satisfied they are competent to do so.

2.3 Responsibilities of Head Teacher

- Have overall responsibility with the support of the caretaking staff for implementing this policy
- Be available on a day to day basis to advise on H & S matters
- Report to MK H & S officer any problems which cannot be resolved
- Stop any misuse of equipment by any member of staff or child
- To ensure persons under the influence of drink or drugs are escorted off the premises
- Ensure any H & S issues are reported to the Resources Committee of the Governing Body
- Seek specialist advice on health and safety matters when necessary

2.4 Responsibilities of other employees

These will be listed in job descriptions where relevant. A nominated member of staff may be responsible for certain fire safety and first aid duties as detailed later in this policy.

3. Arrangements

3.1. Fire and other emergencies

- Emergency procedures are in place to deal with a range of situations - medical, serious injury, severe weather, electrical fault, bomb alert, fire or smoke, other accident.
- **Emergency procedure**
 - Fire evacuation - notices in class rooms, Exit doors clearly marked, staff and children assemble on playground
 - First Aid procedure – location of first aid boxes clearly labelled (see section 3.4)
- In an emergency a responsible person is to clear the area of people and take appropriate immediate action.
 - **FIRST PRIORITY** - safety of people, remove from danger, first aid
 - **SECOND PRIORITY** - Call emergency services
 - **THIRD PRIORITY** - Safeguard premises and equipment if appropriate. Inform MK council
- Ensure emergency numbers are easily accessible on office notice board and recorded in the Business Continuity Plan
- The Head Teacher is responsible for informing the LA of emergency numbers for access to the school building in school holidays and out of hours.
- Details of isolation points are known by Head Teacher, caretaking staff and School Business Manager for water, gas, electricity. List on school office wall.
- Fire drills are instigated once a half-term by Head Teacher and nominated Teaching Assistant

3.2. Fire prevention and detection arrangements

- A nominated Teaching Assistant is responsible for testing the following systems and completing record sheets using the Safe Smartlog programme .
<http://www.safesmartlog.co.uk>.
 - Fire alarm - tested weekly See Safe Smartlog
 - Emergency lighting - checked monthly – See Safe Smartlog
 - Smoke/heat detection - N/A
 - Fire fighting equipment is tested annually and is MK council approved
- The school caretaking staff are responsible for conducting a visual inspection of fire fighting equipment half-termly as part of the school's Health and Safety check.
- All staff complete the Safesmart online fire awareness training annually

3.3. Hazard reporting, risk assessment and safety signs

- All employees and governors should report hazards as they become aware of them by writing in log on the exercise book on staff room board and drawing attention of the Head Teacher.
- This information is then recorded on the SafeSmartlog
- The Head Teacher is responsible for the provision of safety signs where necessary and for initiating risk assessment

3.4. First Aid

All staff have valid basic first aid training certificates.

- Paediatric First Aid: Pauline Barnaby, Helen Lamb, Caroline Kitchener, laire Burbridge and Joanne Beaumont.

- First Aid at work: Claire Burbridge and Lisa Watson .
- The school will ensure staff are given the opportunity to renew first aid training. First aid boxes are kept in the first aid area, in foundation class, in KS2 shared area.
- Claire Burbridge, who as part of her HLTA responsibilities, undertakes a monthly check of contents in the first aid box. is to be informed if a lot of one item is used which may need reordering.
- First aid record book is a orange file kept in the medical area. Parents are notified in writing when first aid treatment is given to a child. Children suffering a head injury will also have a sticky label attached to their clothing so that all staff are aware.
- Details of contact numbers for the nearest hospital casualty department and other medical services are available in the school office

3.5. Accident and dangerous incident reporting

- An employee who witnesses or has had reported to them an accident or dangerous incident should record this in the school's accident/incident book as soon as is practically possible.
- Accident reports should always be drawn to the attention of the Head Teacher and counter signed.

3.6. Entering and Leaving premises

- The Head Teacher, school caretaking staff or key holders are responsible for opening and securing the building as necessary. The procedure for opening is to immobilise the intruder alarm on entry.
- The caretaking staff, Head Teacher or senior teacher leaving the premises last will need to ensure all exit doors are locked, windows locked, and lights switched off. All electrical items except for certain items in ICT room should be switched off. The alarm should be reset before locking the front door.
- During severe weather the school caretaking staff should ensure safe access through external doors, and salt access pathways.
- All children are collected from the patio area at the western side of the school. Children from Year 4 onwards are allowed to leave the premises without an adult at 3.15pm.
- In the event of unexpected school closure, the Head Teacher will make arrangements for a member of staff to inform parents arriving with pupils to take them straight home. Pupils arriving without parent/guardians will be asked to remain on school premises, if safe to do so, until such time as parents/guardian can be contacted.

3.7. Maintenance of premises

- All corridors should be clear of obstructions or rubbish
- Any employees encountering wear or tear of the premises, including safety signs should report to these to the Head Teacher
- Defective furniture should be reported to the Head Teacher
- The Head Teacher will authorise repairs which are the school's responsibilities
- The Head Teacher and members of the Resources committee will determine with advice from MKC the programme of structural repairs to the school building
- The asbestos log book is available in the school office and must be consulted before structural work.

3.8 Adaptations or improvements to the school building

- The Head Teacher will inform or consult MKC regarding improvements to the school building before they are undertaken.
- The Head Teacher and Resources committee of the Governing Body will follow MKC guidelines regarding giving school works to contractors.

3.9 Training

- The Headteacher will identify any relevant training needs for staff, especially for the school caretaking staff
- School Business Support will keep records of courses followed and certificates gained by staff with dates.
- Employees who feel they have need for some training should inform the Head Teacher.

3.10 Work equipment

- The following is identified as posing risk
 - access equipment – ladders
 - caretaking and cleaning equipment - caretakers/cleaners only
 - grounds maintenance equipment
 - PE and play equipment
 - science equipment
 - design technology tools
 - art equipment and fixative sprays
 - chairs for hall use
 - stage lighting
 - mobile staging
 - portable electrical equipment/equipment on trolleys
 - respiratory protective equipment
 - disabled access lifts
 - storage boxes on high shelving

All employees are to take responsibility for safe use/access as appropriate.
- Portable Electrical Items - A qualified electrician must be employed for fitting replacement plugs and checking fuse rating on new items.
- Dangerous Parts of Machinery - An adult must be in the classroom if an electrical fan is used

3.11 Safety Inspections

- Health and Safety Inspection of premises will take place once every term.

3.12 Provision of Information

- The Head Teacher is responsible for distributing all Health and Safety information.
- All employees will be shown copies of this document.
- The Health and Safety manual is kept in the Head Teacher's office.
- The notice board for Health and Safety is in the Secretary's office.

3.13 Curriculum Planning (e.g. Educational visits, Work Experience)

- Educational visits including overnight stay require the approval of the Governing Body and Milton Keynes Council. Day educational visits require the approval of the Head Teacher, the Educational Visits Coordinator and party leaders should complete the Evolve risk assessment <https://evolve.edufocus.co.uk>
- The school has adopted the Milton Keynes manual of guidelines for educational visits and will consult this document before arranging trips and follow the recommended procedures.
- Work Experience Placements – students in school should have their attention brought to Health and Safety priorities and the school's policy. A risk assessment will be undertaken.
- The school will use reputable coach companies for transport of pupils. As a small school, staff or parents may be approached to transport children to various local events. All school staff should have appropriate car insurance. Parents will always be consulted and approval given before a child is taken in a private car.

3.14 Dangerous Substances

- Inventories of dangerous substances are maintained by the School Caretaker.. These substances must be kept in locked cupboards. Cleaning materials - school caretaker. Fixative Spray – Art Co-ordinator.

3.15 Manual Handling

This section refers to employees making a risk assessment and considering the risk of personal injury when moving or carrying any heavy or awkward items. Employees should consider asking for assistance or advice in these circumstances.

3.16 Radioactive Sources

The school has no items in this category

3.17 Personal Protective Equipment

- Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.
- Adults changing younger children should have access to disposable gloves and protective aprons.
- All first aiders should wear protective gloves when coming into contact with blood or bodily fluids.

3.18 Waste Management and Cleaning Arrangements

- Waste is collected daily from around the school by the cleaner. The caretaker will arrange for its safe storage in the bin compound outside.
- All employees are responsible for arranging to clear up spillages on the school site if the caretaker is not available.
- Clinical waste should be placed in the correct bin and the school has a special service for collection of these items.
- The cleaning arrangements for the school are set out in the caretaker and cleaners schedule of works. Any employee who is concerned that cleaning arrangements are causing a hazard should inform the Head Teacher.

3.19 Use of Premises Outside school hours

- The Governing Body have approved a Lettings Policy which is to be followed for lettings of the premises.

3.20 Safety Representatives

- Any Union representative who is employed at the school may appoint themselves as a safety representative for his or her association.
- The Resources Committee of the Governing Body overview health and safety issues in the school.

3.21 Visitors and Contractors

- All visitors and contractors should report on arrival on site to the school office who will
 - sign the visitors book
 - issue a visitor lanyard
 - provide them with relevant health and safety information
 - remind them of their duties to the school community
- Visitors will be asked to sign the visitor's book.
- An employee seeing an unidentified person should act in accordance with the school's procedures
- The school will normally use contractors on the Council's approved list. The Head Teacher will be responsible for non-approved contractors and ensure they comply with relevant Health and Safety legislation.
- The risk assessment of the cash handling in the school is undertaken by Head Teacher and School Finance Support.

3.22 Supplies (Purchasing and Deliveries)

- The Head Teacher, School Finance Support and Business Support staff place orders and accept donations to the school ensuring their safety and maintenance.
- Delivery of goods will be reported to the School Business Support.
- Arrangements of the safe movement and storage of supplies will be made by the caretaking staff or Head Teacher. A sack truck is available and employees should ensure that they can use this safely.

3.23 School lunches

- Children's lunch boxes should be placed on the trolley or cloakroom shelf in a cool location adjoining the school hall.
- The school cleaner is responsible for the cleaning of the kitchen area and keeping it hygienic.
- There is a separate fridge for children's milk drinks
- Meals provided by external catering service suppliers are the responsibility of the service supplier. The Head Teacher and caretaking staff should ensure where reasonably possible that such suppliers comply with Health & Safety regulations.

3.24 Visits from Environmental Health Officer

- The school can request advice from the Environmental Health Officer.

3.25 Display Screen Equipment

- The Business Support and School Finance Support's workstation(s) have been assessed by MK H & S Officer. They are entitled to regular eye tests.

3.26 Noise

- An employee who is concerned about noise levels in the school should report to the Head Teacher.

3.27 Smoking

- Smoking is prohibited in the school building and in the school grounds.
- Employees are not permitted to smoke whilst in contact with children. This includes school trips and also applies to parents accompanying school trips.

3.28 Administration of Medicines

- Parents should apply in writing to request medicines to be administered to pupils at school. It is made clear to parents that the adult administering the medicine takes no responsibility for any unexpected reactions.
- The school has a record sheet for the administration of medicines to pupils.

3.29 Vehicles

- At Lavendon School the staff car park is located at the end of the driveway which is also used by children and parents collecting them at the end of the school day. For this reason, only staff and delivery vehicles are permitted on site between 8.30am and 4.30pm.
- Staff are expected to take great care, especially when reversing vehicles, whilst children are on site in school hours or at after school activities.

3.30 Bullying and Harassment/Threatening Behaviour

- The school's policy on behaviour is kept on the school system, and on the school website.
- Records of bullying including racial incidents towards children are kept on file by the Head Teacher.
- Any member of staff who receives verbal abuse or is threatened in other way should immediately walk away from the incident and report to the Head Teacher or seek the support of another member of staff. Do not remain alone with the person/s concerned.
- There is a Whistleblowing Policy in place, and is displayed in the staffroom.

3.31 Insurance

- In addition to the insurances arranged by Milton Keynes Council for all LA maintained schools the Governing Body has agreed to arrange the following additional cover
 - Governor Meeting Insurance
 - School Journeys and Visits Insurance

4. Audit, Review and Action Plan

- The Headteacher is responsible for sending a copy of the School's Health and Safety Policy to the Council if requested.
- The Governing Body is responsible for
 - an annual review of the statement
 - performance measurement
 - actions for improvement
- The Health and Safety Officer is responsible for external audit of the Health and Safety management in the school.

5. Attached Annexes:

- Annex 1: Contacts for Health and Safety Advice and Assistance
- Annex 2: Model Health and Safety Statement for Schools – Model Lists of Responsibilities

6. Policy Review

This policy will be reviewed **every three years, but earlier if required.**

Date Agreed:	
Signed:	
Review Date:	February 2021
Next review	Spring term 2024

ANNEX 1

CONTACTS FOR HEALTH AND SAFETY ADVICE AND ASSISTANCE

Advice and assistance is available from line managers and from:

Health and Safety Advisor - Paul Martin		01908 691691
Advisors and School Support Services -LA	In Hours	01908 258036/253528
	Out of hours	01908 311773
Catering- The Horseshoe		01234 713890
Education Planning (Security) -Tickford		01908 613403
Insurance Manager – John Pettitt		01908 252315
Passenger Transport Officer		01908 252526
Road Safety Team		01908 252764
Safesmart – Luke Middlemiss		07919 351042/08701273999

ANNEX 2

MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS - MODEL LISTS OF RESPONSIBILITIES

1. Governing Body/Individual Governors/Committee

- (i) See Education Service Health and Safety Statement paragraph 2.2.
- (ii) See list on pp 1 - 2 of Model Health and Safety Statement for Schools for responsibilities of Governing Bodies
- (iii) Take any responsibilities from Section 3 of Model Statement (Arrangements) assigned to the Governing Body corporately or to individual governors or committees

2. Headteacher

- (i) See lists on pp 2 - 3 of Model Statement and paragraph s6 of this annex for duties of a) all employees and b) Headteacher.
- (ii) Take any responsibilities from section 3 (arrangements) assigned to the Headteacher.

3. Other Employees in Line Management Positions eg Assistant Headteacher, School Business Manager, some Caretakers

- (i) See lists on p 2 and paragraph 6 of this annex of the Model Statement for duties of all employees
- (ii) See lists on pp 2 - 3 of Model Statement for duties assigned to respective employee

(iii) The following list of responsibilities will normally attach to an employee in such a position unless: they have been specifically allocated to another person and included in their list of responsibilities

(a) Implementation of the school's health and safety arrangements within their area of responsibility as directed by the Headteacher.

(b) Where necessary, establish, maintain and monitor safe working procedures within area of responsibility eg the use, handling, storage and transport of articles and substances.

4. Teachers

(i) See lists on p 2 of the Model Statement and paragraph 6 of this annex of the Model Statement for duties of all teachers.

(ii) See lists on pp 2 - 3 of Model statement for duties assigned to respective employee

(iii) The following list of responsibilities will normally attach to a teacher unless: they have been specifically allocated to another person and included in their list of responsibilities or they are not relevant to the school.

(a) Exercise effective supervision of the pupils, be aware of the emergency procedures and carry them out when necessary

(b) Be aware of safe systems of work to be adopted in their teaching area and apply them as necessary

(c) Give clear instructions and warning of hazards and safety measures before work starts and as and when necessary.

(d) Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons, in particular, and ensure that control measures are appropriately deployed.

(e) Ensure that personal protective equipment is used, where required by a risk assessment.

(f) Exercise careful control of products to be made during practical lessons, including researching appropriate regulations eg trading standards.

NB - These duties also apply to students who are allocated to the school for teaching practice/observation.

5. Caretakers/Site Maintenance Employees

(i) see lists on p 2 of Model Statement and paragraph 6 of this annex for duties of all employees

(ii) see lists on pp 2 - 3 of Model Statement of duties assigned to respective employee

(iii) The following list of responsibilities will normally attach to an employee in such a position unless they have been specifically allocated to another person and included in their list of responsibilities.

(a) Ensure, so far as is reasonably practicable, that the toilet facilities are

maintained in a clean and hygienic condition, adequately ventilated and supplied with adequate facilities for washing (eg soap, towels).

- (b) Ensure, so far as is reasonably practicable, that the school grounds, including playgrounds and playing fields are safe and free of broken glass, dog fouling and other hazards.

6. All Employees - Additional Duties Arising from Employees Arrangements

- (i) Check, as far as is reasonably practicable, that classroom/work area and equipment is safe before use.
- (ii) Ensure the safe use, transport, handling and storage of articles and substances for which they are responsible
- (iii) Inform their line manager of any concerns they may have about the safety of a particular task (eg manual handling) in order that they may assess and, if appropriate, modify the system of work, or refer the matter to the CEO for advice
- (iv) All employees are responsible for directing colleagues, visitors or pupils with due regard to health and safety (eg manual handling operations).

7. Responsibilities of Pupils

- (i) Exercise personal responsibility for the safety of themselves and others with whom they work
- (ii) Observe all the health and safety rules of the school
- (iii) Observe standards of dress that are consistent with high standards of health, safety and hygiene
- (iv) Listen to and follow the instructions of any member of staff specially in an emergency
- (v) Use and not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.