



PORTFIELDS PRIMARY SCHOOL HEALTH AND SAFETY POLICY

Date	Review Date	Co-ordinator	Committee Responsible
Sept 2024	Sept 2025	Headteacher/ Site Manager/ School Business Manager	Finance, Premises and Personnel

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body takes responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work Act, this school's Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the Health and Safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
- appropriate safe systems of work exist and are maintained
- sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own Health and Safety and others
- a healthy working environment is maintained including adequate welfare facilities

In addition to the above the school will ensure that so far as is reasonably practicable that the Health and Safety of non-employees is not adversely affected by its activities.

Employee involvement is an important part of managing safety, and consultation on Health and Safety with employees and employee representatives forms part of this policy.

To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Chair of Governors

Name: Rebecca Hook

Approved: Per Governor meeting notes 22nd October 2024

Date: 22.10.2024

Headteacher

Name: Sarah Folkard

Approved: Per Governor meeting notes 22nd October 2024

Date: 22.10.2024

Organisation and Responsibility

The Governing Body

- will be familiar with the overall responsibilities laid down in the Health and Safety Policy
- must ensure that the school has a structure in place to manage Health and Safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management
- will ensure that plans for continuous improvement in Health and Safety management are developed and reviewed regularly
- must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that Health and Safety can be managed effectively
- must ensure that those who have been assigned specific responsibilities in school for Health and Safety have been identified, this has been communicated, and adequate training or instruction has been given
- must ensure that sufficient competent persons are in place to advise the school on Health and Safety issues
- will set Health and Safety targets to improve Health and Safety performance
- is required to monitor that the Health and Safety targets are being met and the school is meeting Health and Safety obligations by checking that policies and procedures are implemented in accordance with requirements
- ensure that the auditing of Health and Safety takes place and that action plans are developed as a result of audit
- will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues

The Health and Safety Team (inclusive of the Headteacher)

- be familiar with the overall responsibilities laid down in the Health and Safety Policy
- take overall responsibility for the day to day Health and Safety management of the school
- determine the resources and arrangements needed to manage Health and Safety effectively as part of the school planning process
- delegate duties to other members of staff any or all of the duties associated with the management of Health and Safety
- ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in Health and Safety matters (e.g. First Aid), this should be identified clearly to everyone in the premises
- keep up to date with changes or updates in Health and Safety management

- ensure that suitable and sufficient training, instruction and information is provided when required
- set Health and Safety objectives as part of the school planning process
- advise governors of the resources and arrangements needed to manage Health and Safety effectively as part of the school planning process
- communicate any Health and Safety actions outlined in the school planning process to relevant staff and governors
- develop management arrangements for the identification of hazards and control of risks (risk assessments) ensure these take place and that results are communicated to staff
- develop local policies and procedures as necessary for Health and Safety
- draw up any Action Plans required from the results of the Premises Health and Safety evaluation and annual risk assessments and monitor these regularly
- advise the Governing Body and others of the results of any Health and Safety monitoring which takes place and of any actions required as a result of this
- consult with staff as necessary on matters of Health and Safety which may affect them at work

All staff

- maintain an understanding of the Health and Safety Policies
- demonstrate commitment to the management of Health and Safety by: Setting a good example to others, promoting good practice, identifying Health and Safety problems and reporting them if they cannot be rectified , challenging poor Health and Safety performance or attitudes, communicating regularly about Health and Safety, understanding the plans in place for Health and Safety as part of the overall school planning process, monitor progress in these areas and advise planners of the results or any deficiencies
- ensure than any personal targets set by the H&S Committee are achieved, feedback any issues identified in this process
- encourage participation in Health and Safety and ensure that communication about Health and Safety issues takes place
- assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments are communicated to all staff and sign off sheet completed

Site Manager

- to maintain an understanding of the Health and Safety Policy arrangements and the Site Manager's responsibilities detailed within them, and an awareness of relevant premises related Health and Safety legislation, issues and procedures and operating within these requirements
- ensure that Risk Assessments in place, where required
- to control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented
- adequate security arrangements are maintained
- maintain general cleanliness of the premises and that adequate welfare facilities are provided
- arranging for regular inspection of the areas of the premises for which they are responsible, to monitor that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained
- ensure adequate fire safety arrangements and emergency procedures are implemented and maintained
- plant and equipment is adequately maintained
- arranging for the regular testing and maintenance of electrical equipment
- maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance
- premises related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored
- undertaking thorough investigation of all premises related accidents/incidents
- ensuring the adequate provision of Health and Safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulation
- maintaining a Health and Safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests
- ensuring that adequate systems are in place for the management of asbestos through the 'Premises Asbestos Management Plan'
- ensuring that adequate systems are in place for the management of legionella through risk assessment/monthly water temperature checks and 'Written Scheme for Control of Legionella'

All Employees

- all the employee responsibilities within the Policy apply to everyone
- all employees have general Health and Safety responsibilities both under criminal and civil law
- staff 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

- employees must also cooperate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of the school

Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

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

Detailed Arrangements and Procedures

The following procedures and arrangements have been established within the school to eliminate or reduce Health and Safety risks to an acceptable level:

Accident Reporting, Recording & Investigation

The procedures for recording and reporting accidents are listed in the School's "Medical and First Aid Policy"

We have a duty to report all serious accidents to the Health & Safety Executive within days of it occurring, as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.

Asbestos

The Headteacher and Site Manager are responsible for the premises' asbestos management plan. The folder is kept in the Site Manager's office. Contractors and staff are not allowed to drill or affix anything to walls without first obtaining approval from the Site Manager.

Contractors

When managing its own projects, the school considers how contractors are selected, arrangements for induction of contractors to exchange Health and Safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractor's working methods. Staff should report concerns to the Headteacher and the Site Manager.

Curriculum Safety [including out of school learning activity/study support]

All teaching staff must undertake suitable (written) Risk Assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. cooking or science equipment. Arrangements are put in place for the control of safety in specific subjects such as PE, Science and Technology. Staff must be familiar with Safe Practice in Physical Education and School Sport.

Drugs & Medications

The procedures for administering medication are in the School's "Medical and First Aid Policy".

Staff are aware of children with allergies, and actions to be taken, in case of an allergic reaction.

Electrical Equipment (fixed & portable)

All portable electrical equipment is PAT tested annually. Personal items brought into school should be PAT tested. Defective equipment is reported to the Site Manager by recording the fault in the Hazard and Maintenance Book to arrange repairs or replacements.

Fire Precautions & Procedures (and other emergencies including the School's Business Continuity Plan)

Fire alarm checks are performed weekly by the Site Manager, different zones are checked each time.

A termly evacuation drill takes place. Time for total evacuation is recorded and any actions required are undertaken.

Fire Risk Assessments are the responsibility of the Site Manager who makes regular inspections for risks. Records are kept in the Fire Log folder in the Site Manager's office. All staff undergo Fire Awareness training annually which is provided online by Smartlog and or National College. Fire evacuation maps have been placed on every external door to identify correct routes to assembly points (see appendix 1.0). A Fire evacuation plan has been created for all staff with their responsibilities in the event of a fire. (see appendix 1.1)

First Aid

Details of first aid provision and procedures are in the School's "Medical and First Aid Policy" which can all be located on The Drive and in the Medical Room along with the names of those responsible for first aid across the School and a list of qualified paediatric first aiders.

Glass & Glazing

All glass in doors and side panels to be safety glass and all replacement glass is to of safety standard.

Grounds - Safety/Security

The grounds of the school are gated and locked out of hours. During school hours the main gates, car park and pedestrian, are closed but unlocked remotely to allow visitor access. All fire doors are unlocked and access is kept clear. Fire doors are to remain closed at all times. Visitors must sign in and out at reception and must comply with relevant school safety procedures.

Hazardous Substances (COSHH)

The COSHH file is kept in the Site Manager's office with safety data sheets and risk assessments for all chemicals kept on site. All COSHH materials are stored in a locked room in the Site Manager's store. All COSHH materials supplied by cleaning contractors are stored in folders in their locked cleaning cupboards to comply with regulations. All facilities and relevant staff undergo COSHH training, provided online by Smartlog and/or National College.

Housekeeping – Storage, cleaning & waste disposal

School is effectively cleaned. The work of the cleaning contractor is monitored by the Site Manager and Caretaker. Rubbish is collected daily from bins in school and placed away from the building in appropriate bulk waste containers. Food waste bins are provided one per two classrooms with wheelie bins outside the main lunch hall. After lunch, the hall floor is swept, spillages are mopped and the floor is cleaned using the floor cleaner. Wet floor signs are used, as necessary. There is a separate bin for the disposal of swabs/dressings and children's soiled nappies outside the boiler room. Glass is disposed of carefully and separate from other refuse so that accidental cuts are prevented. Where possible materials are recycled.

Handling & Lifting

Staff undergo training for handling and lifting, online by Smartlog and/or National College, and are aware of the guidelines. Children are also taught safe lifting of equipment e.g. PE apparatus.

Jewellery

Children are permitted to wear small stud-like earrings and watches only.

Lone Working

The Health and Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'. Lone workers may be found in a range of situations.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- School holiday working
- Site Manager duties
- Caretaker duties

Portfields Primary School recognises its Health and Safety responsibilities towards employees who are involved in lone working processes and others who may be affected by these activities. Lone workers should not be put at more risk than other employees and specific control measures may be necessary in order to achieve this. If lone working is to be undertaken, this must first be agreed with a member of the Senior Leadership Team who will make sure the risk assessment, if required, is followed and a colleague, friend or family member be aware of where the member of staff is and when they are likely to return.

Staff Responsibilities:

Staff members have a duty of care for themselves and anyone else who could be affected by their actions. Therefore, they have a responsibility to ensure that they:

- Are medically fit to work alone
- Are aware and follow all policies or procedures
- Always plan ahead
- Are fully aware of the risks when working alone
- Do not put themselves in potential danger such as those where there is a risk of falling from height
- Ensure that they have made themselves aware of the nearest place of safety
- Be aware of the on-site security procedures.
- Ensure that access is available to personal alarms/mobile phones or some form of personal communication at all times
- Report all incidents which occur in relation to lone working to the Headteacher / Site Manager / School Business Manager in order to ensure that the School can prevent future events by risk assessing appropriately in each case

Maintenance / Inspection of Work Equipment (including selection of equipment)

PE equipment is checked annually.

PAT tests are carried out annually.

Fire - fighting equipment is serviced annually, by specialist contractors.

All site maintenance equipment is checked regularly by the Site Manager.

Monitoring the Policy and results

The Health and Safety team meet regularly to manage this policy and it is reviewed Annually. The Site Manager and School Business Manager meet weekly to address concerns and plan accordingly. Staff report any concerns via the Hazard and Maintenance Book kept by the Site Manager's office. These concerns are dealt with on a priority basis. Prompt action is taken if there are any concerns.

New & Expectant Mothers

New mums and expectant mothers have a risk assessment drawn up by the Headteacher or Personnel where procedures and actions to be taken are outlined.

Personal Protective Equipment (PPE)

The Site Manager and all members of staff wear plastic gloves and plastic aprons when dealing with bodily fluids and hazardous substances.

Reporting Defects

It is the Site Manager's responsibility to make sure that any defects noted are made safe by arranging repair.

Risk Assessments

The Headteacher and/or Personnel are responsible for arranging special risk assessments for staff e.g. pregnant mothers, staff returning after medical leave. Teachers are responsible for writing Risk Assessments of educational visits and curricular activities that

have potential hazards. The Site Manager is responsible for any additional Risk Assessments required.

Signs and Signals

Fire exit signs are displayed appropriately. There is a plan of the School showing the location of all alarm points and fire-fighting equipment located with the Fire Alarm panel in reception. The fire alarm is tested each week by the Site Manager or Caretaker. At the school's main entrance there is a sign to inform visitors where to go for the School's Reception.

School Trips/ Off-Site Activities

All off-site activities must have a Risk Assessment and appropriate approval. The staff member in charge will complete a Risk Assessment entering details of trips and visits on the Evolve system, approval is sought from the Headteacher. All school visits and off-site activities have a named visit leader who plans for the visit. Parental authorisation is sought for some visits although generic approval is sought for local outings at the beginning of each year. First aid boxes and appropriate medication are taken on all visits. Children's medical needs are taken into account and an appropriately trained member of staff will accompany the year group, if necessary. Contact details and medical needs records are taken, as well as procedures in case of late returns.

Occupational Health - Stress and staff Well-being

Staff are encouraged to raise concerns about stress, health and well-being. The School will do all that it can to support staff as appropriate including examining possible alternative employment opportunities for the short or medium term.

Smoking

No smoking or Vaping is permitted on the school site or immediate surrounding area at any time.

Supervision (including out of school learning activity/study support)

Our children are supervised during classroom activities and whilst on the playground. For off-site activities adult to pupil ratio is decided depending on the age, behaviour, special needs and the type of activity involved.

In order to independently supervise children, adults must have undergone a clear Enhanced DBS check with their details recorded on the school's Single Central Record.

Induction Training and Development

The Headteacher is responsible for induction although the immediate line manager will induct any new staff. New members of staff are advised to read the Health and Safety Policy on Google Drive and told where Health and Safety information, logs and records are stored. They are familiarised with action to be undertaken in the event of a fire alarm and in the event of accidents and illnesses. All Health and Safety training is organised by the Site Manager and new staff informed

Use of VDU's / Display Screens / DSE

All staff are encouraged to take regular breaks when working on the computer and eye tests can be arranged if staff have any concerns. IWB presentations for staff and children should have muted backgrounds, not just white to protect the viewer's eyes. Admin and office Staff who use DSE all day undergo training for DSE, online by Smartlog and/or National College.

Vehicles on Site

Parking facilities on the school site are for staff vehicles and they are parked at the owner's risk. Where the car park needs to be accessed by delivery vans etc. this takes place when children are in classrooms and not out at play. A banksman is used when a vehicle is reversing. Staff should advise Admin and Personnel of the make, model with registration number for their vehicle for security purposes.

Violence to Staff

All staff are told not to put themselves in danger by being alone with an aggressive parent or other person. If they feel threatened, members of staff must send for help. Staff must not be seated in a way that blocks their exit. All incidents of verbal or physical violence must be reported to the Headteacher and, where appropriate, injuries recorded in the accident file.

Welfare (Premises)

The Site Manager regularly inspects the school to ensure that welfare facilities at least meet the minimum standards for temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992. If any member of staff has a concern about any premises welfare issue they must first record it in the Hazard and Maintenance Book and then report it directly to the Site Manager if deemed an emergency.

Working at Height

Staff undergo Working at Height training, online by Smartlog and /or National College. Pupils are not allowed to use ladders in school.

Waste Management

Blood and bodily fluid waste is disposed of appropriately in the yellow waste bin outside the reception area.

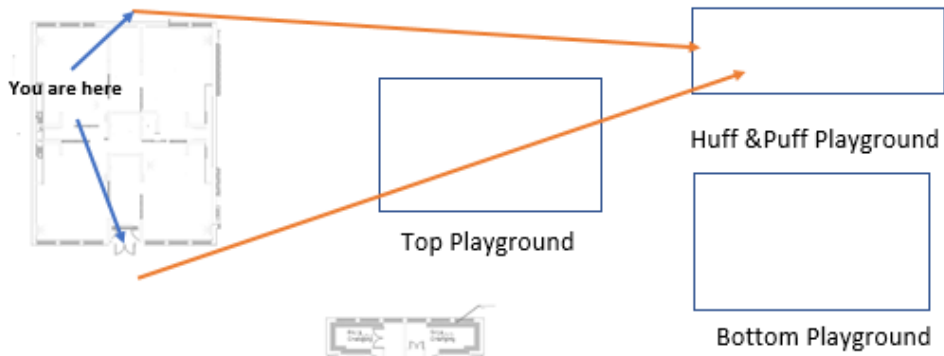
Water Quality/Temperature/Hygiene

Water is regularly checked and records kept. We have a Legionella Risk Assessment and Written Scheme in place. The Site Manager is responsible for ensuring that this record is up to date. An independent contractor performs temperature checks on a monthly basis.

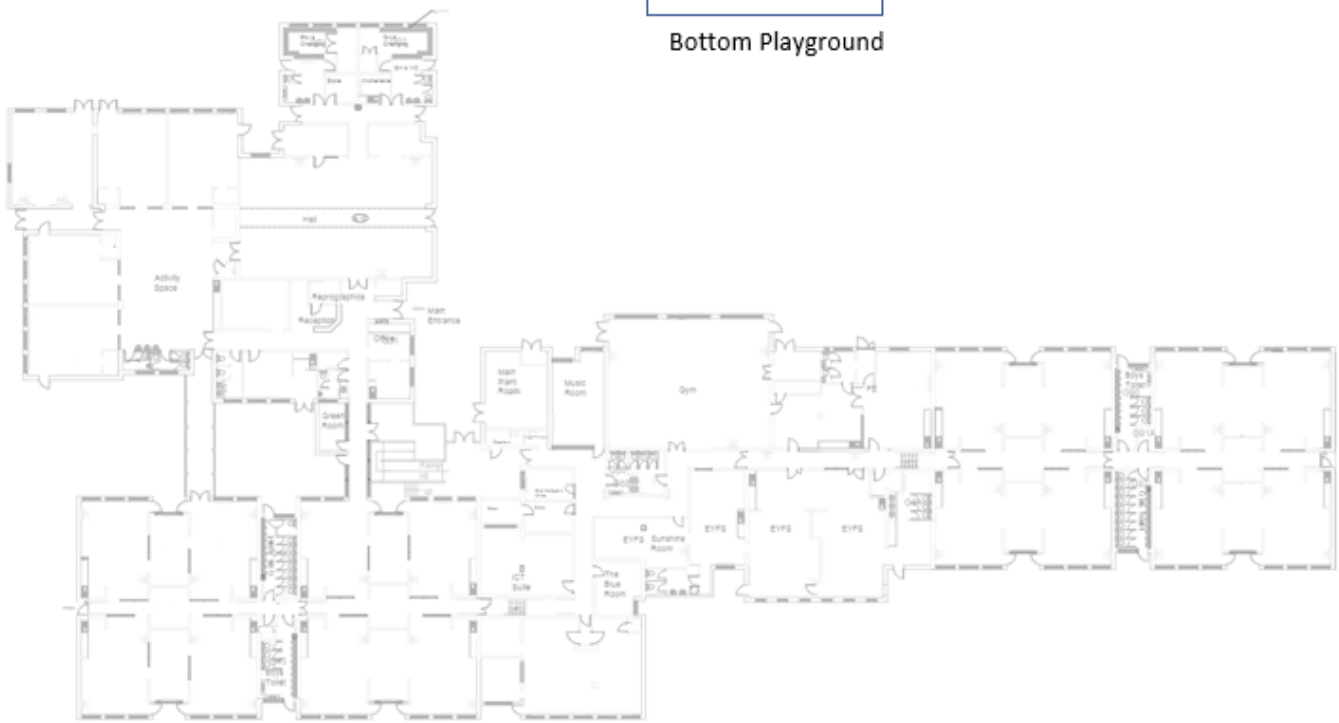
Work Experience

Work experience and student placements are organised by the Headteacher/Deputy Headteacher/Assistant Headteacher. All trainee teacher students are interviewed by the Deputy Head to ensure they understand the expectations for their placement and the school. They are inducted in Health and Safety procedures including evacuation and assigned a supervisor/mentor. They are encouraged to communicate any concerns they have regarding their welfare and Health and Safety to their supervisor.

Appendix 1.0



EMERGENCY EVACUATION ROUTES
ALL ROUTES LEAD TO ASSEMBLY
POINTS ON THE PLAYGROUND



Appendix 1.1

Portfields Primary School Fire Evacuation Plan September 2024

Should fire break out in the school, it will be the responsibility of staff members to:

- raise the alarm using nearest break glass
- the alarm will sound throughout the building
- evacuate the school via nearest Fire Exit
- check all pupils/visitors are out of the building

All staff should be aware of the nearest exit, not only in their classrooms, but other areas of the school too. Fire Evacuation notices and plans are placed on every external door. All staff must familiarise themselves with these plans.

Do not re-enter the building until told to do so by the Headteacher or the Fire Service.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom based staff (inclusive of S&L, sensory, community, medical, hive, other office rooms/areas, plus Premier staff)

- on hearing the fire alarm the person leading the class/group/individuals will take the children through the nearest fire exit
- staff must take the fire register with them to check all children are present (if it is still in the classroom)
- **NO ONE** should stop to collect any belongings
- one adult from each area to check the nearest toilets
- the last adult to vacate must close the fire door behind them
- children **MUST** evacuate the building in silence
- move as quickly and safely as possible, no running
- visitors must be evacuated at the same time
- children must be evacuated to their allocated assembly point on the playground
- children with PEEPS must be stood at the front of the class line with their adult
- class teacher to stand at the front of the line, all other staff to stand at the back (makes visibility of adults present easier)
- staff will check the children against the fire register and immediately inform SLT of any missing children
- adults and children to remain silent

Leadership Team and Admin Staff

- admin staff to take out the fire registers and the InVentry tablet
- one adult from each area to check the nearest toilets
- the last adult to vacate must close the fire door behind them
- **NO ONE** should stop to collect any belongings
- visitors must be evacuated at the same time
- fire registers to be distributed to the respective teachers/classes
- all staff to be checked on the staff register on InVentry tablet
- visitors to be checked on the InVentry register via the tablet

- any persons missing must be reported SLT immediately

Headteacher and School Business Manager (SBM)

- the Headteacher and SBM will monitor the evacuation of the premises from the playground to enable them to monitor the assembly points
- teaching staff will raise the Fire Register above their head once they have confirmed all of their class are present
- any missing pupils/staff must be reported immediately
- when the headcount has been completed the Headteacher or SBM will inform the Site Manager

Site Manager and Caretaker

The Site Manager will :-

- immediately attend the fire panel to determine which area has been activated
- if alarm had been raised due to a fire the Site Manager will liaise with monitoring station to ask for fire brigade attendance
- if a false alarm occurs the Site Manager will liaise with monitoring station to make sure the fire brigade are not called
- the Caretaker will monitor the School main entrance to wait for the fire brigade and ensure no persons enter the premises

Lunch time staff inclusive of Chartwells staff

When the alarm is activated staff will:

- turn off and unplug any equipment if safe to do so
- evacuate by designated route
- close doors and windows as you leave
- **NO ONE** should stop to collect personal belongings
- children **MUST** evacuate the building in silence
- move as quickly and safely as possible, no running
- children must be evacuated to their allocated assembly point on the playground
- visitors must be evacuated at the same time
- children with PEEPS must be stood at the front of the class line with their adult
- class teacher to stand at the front of the line, all other staff to stand at the back (makes visibility of adults present easier)
- staff will check the children against the fire register and immediately inform SLT of any missing children
- adults and children to remain silent
- do not re-enter building until told to do so by Headteacher or Fire Service

Extra measures

- fire warning system in place throughout all the buildings
- sounders, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- Doors installed with NET 2 door access automatically release when fire alarm is activated

- The main fire alarm panel is situated on the wall as you enter through the first set of reception doors, serviced on a six monthly basis.

Evacuation Procedures

- all areas have a site plan indicating nearest escape route and outside assembly points.
- all staff complete Fire Awareness training annually.

Key Escape Routes

- all areas have direct escape routes to assembly points on the playgrounds.
- Fire exit signs are posted on all exits.
- all fire exits routes are kept unlocked
- escape routes **must** be clear of obstructions at **all** times.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and fully serviced bi-annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, water and foam throughout the building. These are checked weekly and serviced annually.

Assembly Points

- huff and puff (middle) playground –Years 5 and 6
- top playground- Years 3 and 4, office staff and visitors
- bottom playground – Years 1 and 2 (back) EYFS (front)

Fire Risk Assessments

Risk assessments are carried out annually

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- they are put in place after consultation with staff supporting the child
- all adults working with these children must be familiar with the PEEP

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuate in the event of fire occurring. The general fire precautions will include:

- pre-planning
- Fire Risk Assessments
- making emergency plans and PEEPS
- formulation of fire procedures

- fire drills
- provision of information, instruction and training
- cooperation and coordination with other premises users

Fire Prevention Measures

- good housekeeping and adequate security measures
- emergency signs/instructions and emergency lightening
- control of contractors working on site
- maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- raising the fire alarm
- smoke and heat detectors
- escape routes and fire exits
- fire-fighting equipment
- limiting the spread of fire

It is illegal to smoke on our school site.

Our school policy is not to try and tackle any fire. The priority is to ensure everyone reaches a point of safety as quickly and safely as possible.