



**COLD HARBOUR**  
C of E Primary School

Growing, Learning, Achieving Together

## Health and Safety Policy

Review Date Sept 2024

Cold Harbour CE Primary School  
**Policy Ethos Statement**

The School's Christian Vision Statement, "Let your Light Shine" is our central vision.

Everyone is encouraged to shine through living out our values of trust, honesty, thankfulness, respect and faith, enabling us to grow, learn and achieve together.

Ensuring that our children have every opportunity to develop the confidence and capacity to become successful, lifelong learners is a key task for us.

**Growing** in confidence, faith, personal awareness and ability

**Learning** in creative, fun, technologically assisted and investigative ways

**Achieving** as individuals, teams and as a whole school community across a diverse range of opportunities

**Together** through our shared Christian values of tolerance, faith, guidance, respect and nurture.

## **Health and Safety Policy**

### **1. Cold Harbour CE Primary School**

#### **1. Statement of Intent**

The Governing Body of Cold Harbour CE Primary School will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation relating to its activities. The school's Health and Safety Policy should be read in conjunction with Milton Keynes Health and Safety manual.

#### **2. Organisation**

##### **2.1 The Governing Body will**

- Formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in the School. The statement will comply with: the Council's Health and Safety Policy Statement; The Education Service's organisation and the arrangements and Code of Practice and Codes of Safe Working Practice (all of which are kept in the School's Health and Safety Handbook) and will be reviewed at least once a year;
- Implement new arrangements as necessary
- Provide adequate resources to implement the Health and Safety arrangements
- Take into consideration Health and Safety when setting priorities for spending the school budget allocations for premises or Devolved Capital
- Receive reports from the Head teacher or other members of staff as appropriate, on Health and safety matters and report to the LA 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;
- Seek specialist advice from LA Health and Safety officer when necessary
- Promote high standards of Health and Safety in the school.

## **2.2 Duties of all employees**

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. All 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, so as to enable the law to be complied with;
- Not intentionally or recklessly interfere with or misuse any school equipment
- Report to their line manager, any serious and immediate danger to health and safety
- Report to their line manager any shortcomings in the arrangements for health and safety
- Follow instructions for the use of any machinery, equipment; tools or substances which could pose a hazard
- Only use equipment when satisfied they are competent to do so.

Head teachers should, in general, report to the Governing Body. Disciplinary action may be taken against anyone disregarding safe working practices.

## **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 hazards which cannot be rectified immediately or from the resources of the Governing Body;
- 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 instructions from the Local Education Authority on H & S issues are reported to the Governing Body and School Business Manager or implemented as appropriate;
- 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 which will or may arise.

These documents will be kept in the positions indicated.

#### Type of emergency procedure

#### Location(s)

- |                              |                               |
|------------------------------|-------------------------------|
| 1. Fire Evacuation Procedure | Classrooms and communal areas |
| 2. First Aid Procedure       | Medical Room                  |
| 3. Emergency Closure         | School and Head's Office      |

- In an emergency a responsible person is to clear the area of people, take appropriate immediate action, eg close doors, isolate services, call emergency services and summon the Headteacher or Deputy/Assistant Headteachers to arrange follow-up action.
- Once emergency procedures have been put in hand the Headteacher or Deputy/Assistant Headteachers will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document which is kept by the School Business Manager.
  - **FIRST PRIORITY:** *in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.*
  - **SECOND PRIORITY:** *call the emergency services where necessary.*
  - **THIRD PRIORITY:** *safeguard premises and equipment, if possible.*

Emergency numbers are easily accessible on office noticeboard and recorded in the Business Continuity Plan

- The Headteacher is responsible for informing the LA of emergency telephone numbers for use if an emergency occurs outside of School hours.
- Fire drills are held termly and are initiated by Headteacher and Caretaker
- Details of the positions of the following isolation points (water, electricity, gas) are kept by the school Caretaker.

### 3.2 Fire Prevention and Detection Equipment Arrangements

The School Caretaker is responsible for initiating the test of the following systems and recording findings.

System	Location of Test Records
1. Fire Alarm	Caretaker's Room
2. Emergency Lighting System	Caretaker's Room
3. Smoke/Heat Detection	Caretaker's Room

- School Caretaker is responsible for conducting a visual inspection of firefighting equipment (*possibly as part of the health and safety inspection*).
- Oak Park is responsible for conducting the annual test of firefighting equipment.

***For more detailed guidance, please refer to the schools Fire Safety Policy***

### 3.3 Hazard Reporting, Risk Assessment and Safety Signs

- **All employees and governors** should report hazards of which they become aware by means of verbally informing the School Caretaker.
- The Headteacher is responsible for initiating risk assessment, the provision of safety signs where necessary and any remedial action decided upon.

### 3.4 First Aid

- Employees indicated on the signs around school have been trained to Paediatric or First Aid at Work level and will be reviewed on a 3 yearly cycle.

***Please refer to First Aid Policy for names of trained staff***

- On expiry of certificates or when an employee who has been trained as a first aider leaves the School, The Assistant Head will make arrangements for another person to be trained to replace them.
- The names of current first and emergency aiders are displayed at the following points in the School.
- School Office, communal areas and corridors
- First aid boxes are kept at the following points in the School.

Medical Room

Classrooms

Travelling first aid boxes are kept in the Medical Room

- A termly check on the contents of boxes will be made as part of the H&S walkabout.
- Use of first aid materials and deficiencies should be reported to the Lead First Aider who will arrange for replacement.
- First aid record books are kept in the following places in the School.

Medical Room

- Details of contact numbers for the nearest hospital casualty department and other medical services are kept in the School Office

### **3.5 Accident and Dangerous or Violent Incident Reporting and Investigation**

- 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 practicable. Using the Electronic system afterwards.

*Fatal and major injuries, diseases and other incidents must be reported to the Health and Safety Executive (HSE) in compliance with RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Guidance is available on [the HSE's website](#).*

- Accident reports should always be drawn to the attention of the Headteacher and countersigned
- Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will report the accident in accordance with the Council's procedures.

### **3.6 Entering and Leaving the Premises**

- The Headteacher, School Caretaker or key holders are responsible for opening and securing the building as necessary. The caretaking staff, Headteacher or senior teacher leaving the premises last will need to ensure all exit doors are locked, windows locked and lights switched off. The alarm should be reset before locking the front door.
- During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the School Caretaker and Head Teacher
- 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 a parent/guardian will be asked to remain on school premises, if safe to do so, until Parents/guardian can be contacted.

The DfE has produced useful guidance on controlling access to school premises (November 2018), which can be consulted here:

<https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises>

### **3.7 Maintenance of Premises and Housekeeping**

- All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The School Caretaker will make a daily check. **All employees** are required to co-operate with decisions taken as a result of this check.
- An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard should report to the School Caretaker by means of verbal contact or a note in the School Office.
- Defective furniture should be reported to the School Caretaker
- The School Caretaker is responsible for ordering repairs which are the School's responsibility, eg replacement of damaged glazing, under the delegated budget and /or LMS arrangements.

### **3.8 Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes**

- 3.8.1 The Head Teacher is responsible for submitting proposals to the Director of Education FAO Education Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by an external body or PTA..

### **3.9 Training**

- The Head Teacher will draw health and safety responsibilities and the Council's and school's health and safety arrangements to the attention of employees as part of their induction training
- Where certificates of competence are required for potentially hazardous activities (eg woodworking machinery, swimming) the Head Teacher is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.
- Employees who feel that they have need for health and safety training of any kind should notify the Head Teacher in writing.



- The Head Teacher is responsible for reviewing the effectiveness of health and safety training.

### **3.10 Work Equipment**

- **Specific Risks**

The following equipment has been identified as likely to involve a specific risk to health and safety

1. Access Equipment (e.g. ladders, mobile access platform): Annual Inspection
2. Caretaking and Cleaning Equipment (including hand tools): Termly inspection
3. Grounds Maintenance Equipment; Goldleaf contractors
4. PE and Play Equipment: Serco (external) Universal (Internal)
5. Mobile Staging and Seating/Pianos: Caretaker Annual Inspection
6. Portable Electrical Appliances: A&C Testing Annual

All employees are to take responsibility for safe use/access as appropriate.

### **Dangerous Parts of Machinery**

- The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety e.g. the paper guillotine.

The School Caretaker will

- (i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils,
  - (ii) will take follow-up action (ie taking machines out of service) when necessary.
- Phase Leaders are responsible for instructing employees and pupils on the correct use of equipment (including use of guards) before the latter are authorised to use it. They are responsible for reporting to the School Caretaker any equipment which is not fitted with appropriate safety features (eg guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

### 3.11 Safety Inspections

- Health and safety inspections of premises will take place at least once every term. They will be initiated by the Head Teacher. The nominated person will conduct the inspection jointly with the School's health and safety representative(s) if possible.
- Safety Representative - Inspection and Report Forms (ED/B----) will be completed and the top copy will be forwarded to the **Health and Safety Officer**, Civic Offices, 1 Saxon gate, Central Milton Keynes, MK9 3EJ. Responsibility for following up action on the report will rest with the Head Teacher and Caretaker

### 3.12 Provision of Information

- The Head Teacher is responsible for distributing all health and safety information received by the School from the CEO or elsewhere and for the maintenance of a health and safety information reference system.
- All health and safety documentation is kept in or with the Departmental Health and Safety Handbook which is kept in the Caretaker'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 (eg risk assessments for the use of hazardous substances). In such cases, the School Caretaker will inform the relevant employees of the location and information kept on these files.
- All new health and safety information received at the School will be copied. The original will be kept on the appropriate file. The Head Teacher will decide on the circulation of each document. Employees will sign to confirm they have read and understood the information. A copy of the information will also be displayed for two weeks on the School health and safety notice board. The noticeboard is sited in the Staff Room and has an abstract of the Health and Safety at Work Act 1974 in place.

### 3.13 Curriculum Planning (eg Educational Visits, Work Experience)

Educational visits including overnight stays require the approval of the governing Body and Milton Keynes Council. Day educational trips 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 used in the School are maintained by the School Caretaker and Art Co-ordinator. These substances must be kept in locked cupboards.

School Caretaker – All cleaning materials and substances

Art Co-ordinator – fixative spray

### **3.15 Manual Handling**

- The following employees Head teacher, Caretaker, Phase Leaders are responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

### **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 by **the cleaners** and the school Caretaker 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 Caretaker who will arrange for its disposal.

- 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 Caretaker who will arrange for them to be dealt with.
- 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 school Caretaker
- The School Caretaker is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LEA.
- An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the School Caretaker who will assess whether the arrangements can be changed.

### **3.19 Use of Premises Outside School Hours**

- The Head Teacher and School Caretaker are responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.
- The School Caretaker is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (*eg cordoning off, warning notice*).
- The School Caretaker is responsible for checking that the premises are left in reasonable order by other users before locking up.

### **3.20 Visitors and Contractors**

- **All visitors and contractors** should report on arrival on site to the School Office and register on the school's Inventory system. This system will
  - (i) identify a contact person;
  - (ii) issue a visitors badge
  - (iii) provide them with relevant health and safety information;
  - (iv) remind them of their duties to the School community (if applicable eg contractors)
- An employee seeing an unidentified person should act in accordance with agreed procedures.
- The School will normally use contractors on the Council's approved list.
- If a contractor not on a Council approved list, where one exists, is selected Cold Harbour FPP Governors are responsible for vetting the firm to ensure that it is

competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act\*

- The risk assessment for the cash handling arrangements in the school is undertaken by the School Business Manager.

### **3.21 Lone Working**

- When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.
- The HSE guidance on lone working can be found here:  
<http://www.hse.gov.uk/pubns/indg73.htm>

### **3.22 Supplies (Purchasing/Procurement and Deliveries)**

- The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.
- The head Teacher, School Business manager place orders and accept donations to the school ensuring their safety and maintenance
- Deliveries of goods will be reported to the School Office
- Arrangements for the safe movement and storage of supplies will be made by the School

### **3.23 School Lunches**

- Meals provided by external catering 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 and Safety regulations.

### **3.24 Visits and Recommendations of Enforcing Authorities eg HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer**

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

### **3.25 Display Screen Equipment**

The school secretary's workstations have been assessed by MK H &S Officer. They are entitled to a regular eye test.

Further guidance on working with display screen equipment can be found here:  
<http://www.hse.gov.uk/pubns/indg36.htm>.

### **3.26 Noise**

- An employee concerned about the noise levels at work should report the matter to the School Caretaker / Head Teacher

### **3.27 Smoking**

Smoking is prohibited in the School and in the school grounds. Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils whilst on duty.

The policy applies equally to all people who have business in the school premises including County Councillors, employees, pupils, parents and other visitors. Although it is recognised that there may be circumstances when it will not be possible or advisable to stop a member of the public from smoking, employees are requested as far as possible to encourage visitors not to smoke.

In the few instances where these rights conflict, the aim will be to seek a reasonable solution, initially by negotiation and without the need to use more formal procedures.

- All job applicants will be informed by verbal induction of the no smoking policy.
- No Smoking signs will be displayed in the School wherever appropriate.

### **3.28 Administration of Medicines**

- The Head Teacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.
- Records of requests for the administration of medicines to pupils which the School has agreed to meet are kept by in the School Office
- The administration of medicines records is kept in the classrooms.

### **3.29 Vehicles**

- Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Head Teacher (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

### **3.30 Bullying/Harassment**

- The School's policy on behaviour (including bullying) is kept in the master file in the Head's office

3.30.2 Records of bullying incidents and action taken are kept in individual classes

### **3.31 Insurance**

- Insurances are arranged by the County Council for all LEA maintained Schools.

## **4 Audit, Review, Performance Measurement and Action Plan**

- The Head Teacher is responsible for sending a copy of the School's Health and Safety Statement to the Council.
- The Finance, Personnel and Premises committee is responsible for carrying out:
  - (i) an annual review of the Statement and its implementation in the School;
  - (ii) a performance measurement exercise and;
  - (iii) actions for improvement in the appropriate development plan.

Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept by the School Business Manager

- The School Business Manager is responsible for external audit of the management of health and safety in the School.

### **Attached Annex's**

- Annex 1: Model Health and Safety Statement for schools – model lists of responsibilities

## **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 Deputy Headteacher, Head of Department, Bursar, 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

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.

