



**Mill Hill**  
**Primary Academy**  
INSPIRING CREATIVITY & ACHIEVEMENT

# **Health and Safety Policy**

**Updated: August 2019**

**Next Review Date: August 2020**

## **Introduction**

The Academy Governors and Principal recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self regulation the governors and Principal will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Governors and Principal, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation.
- Maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health.
- Provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment.
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- Bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the academy premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.

In addition to assist in the proper implementation of this policy the Governors and Principal will;

- Keep abreast of current legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records.
- Bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the academy's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

### **Academy Governors will;**

- Be responsible in conjunction with the Principal to ensure formulation, reviewing and subsequent amendment to the Academy Health and Safety Policy Statement, Organisation and arrangements
- Ensure that the Health and safety Policy is translated into effective action at all levels within the academy.

- Ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with academy rules are implemented and that staff and pupils are operating safe working practices
- Ensure that Health and Safety is regularly reviewed by the Principal, Governors and Senior Leadership Team, supported by an annual risk assessment by an accredited Health and Safety Advisor.
- In liaison with the Principal, Academy Business Manager and City Learning Trust Director of Operations, ensure that professional safety advice is available.
- Make adequate financial provision for carrying the policy into effect
- Ensure the effectiveness of the policy and safety performance of the academy is monitored, through the Director of Operations and City Learning Trust Board.
- Ensure that the health and safety policy is reviewed and amended whenever necessary
- Promote an interest in, and enthusiasm for Health and Safety matters throughout the academy.

#### **The Principal will:**

- Be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements
- Periodically review the policy and draft amendments to it whenever necessary
- Monitor the safety performance of the school and take such steps as may be necessary to improve performance
- Ensure that all employees are advised as to where to locate the policy on the Shared Drive and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated
- Be responsible for the formulating and execution of the Health and Safety training for staff, in order for them to undertake their work safely
- Ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out, through internal risk assessment processes and through use of the EVOLVE system for external visits.
- Implement, with **the Academy Business Manager and Site Supervisor**, supported by the Governors and by an external Health and Safety Advisor, a system through which risk assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- Promote an interest in, and enthusiasm for Health and Safety matters throughout the academy.
- Ensure that appropriate staff liaise with Senior Leaders regarding any queries or matters relating to health and safety.
- Work with the governors to ensure governors are updated on health and safety matters and are enabled to contribute to strategy to ensure highest standards of H&S are maintained at the Academy.
- Provide ongoing recommendations and present reports, at least annually, on Health and Safety to the governing body, through the Principal's reports to Governors.

**The Principal, Academy Business Manager and Site Supervisor, supported by the additional Academy Designated Persons responsible for Safeguarding will:**

- Create a positive approach to accident prevention and the health and safety of staff, pupils and others on the academy premises.
- Carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- Initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills, invacuation, lock down and emergency planning drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc.)
- Ensure that leads and plugs are regularly checked. **All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting.** Any defects should be notified to the Site Supervisor, as soon as possible and a note made in the Site Supervisor records Book for subsequent repair by a competent person.

The Cleaning Contracts Company will be responsible for checking those items of electrical equipment which are provided for cleaning purposes, as part of contractual agreements. Cleaning staff should alert the Cleaning Supervisor, Mrs Heeland, of any issues or concerns relating to equipment being used/supplied by the Cleaning contractors.

City Catering Services will, along with the Site Supervisor, monitor all Health and Safety aspects relating to the kitchen and catering services.

**Teaching and Support Staff will:**

- Take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- Co-operate with academy leadership team on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- Report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Academy Business Manager or Site Supervisor as appropriate.

**The Academy Business Manager will:**

- Oversee and line manage the work of the site team, ensuring all site development work and contract work undertaken on the site meets all legislation and activity risk assessment procedures.
- Organise an annual H&S audit to be undertaken by an external H&S Advisor.
- Organise an annual Fire risk assessment to be undertaken by a certified Advisor/Body.
- Liaise with the City Learning Trust Director of Operations regarding site development work as required.
- Liaise with the Governors, preparing agendas, reports and minutes as required.
- Liaise with the Governance Officer to organise H&S training for Governors as required.
- Liaise with the Principal to organise H&S training for staff as required.

### **The Site Supervisor will:**

- Ensure that staff under his immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- Arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- Identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, pupils and others;
- Maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- Liaise with outside bodies on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- Ensure that the academy minibuses are maintained in a safe condition, and for safety repairs to be carried out where necessary.
- Promote an interest in, and enthusiasm for Health and Safety throughout the academy.

### **Academy Health and Safety Policy Arrangements**

#### **Access on to and exit from the academy site**

The academy premises are organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and lines have been put in place for designated parking. Pedestrian crossings are in place to ensure children can cross safely when walking along the foot path at the front of the academy, within the academy boundary. Parents/carers/guardians are responsible for their children until handed over at the door. Site staff and duty teams are effectively deployed across mornings, break and lunch times and after school.

#### **Authorised Visitors for Safety Inspections**

Under various regulations or specialised contracts, certain people are authorised to visit academy premises for the purposes of making specific health and safety inspections to ensure that particular areas, plant or equipment meet the required standards.

#### **Visitors and contractors**

All contractors and visitors to the academy must sign in at reception and obtain a visitor's pass, which **must** be displayed.

Visitors and contractors will be informed of any risks to their health and safety.

Information on emergency procedures will be made available to them. Contractors are required to carry out work in a safe manner which does not endanger others.

Staff are required to check that their visitor has the appropriate Identification and reason for their visit. Disclosure and Barring Services (DBS) checks must be obtained for **ALL** adults working with children.

#### **Emergencies**

In the event of an emergency such as an explosion, fire, bomb threat, etc, the emergency officer in charge will be ***the most senior member of the Leadership Team present at the time***. The Emergency Planning and Critical Incident Procedure will immediately be implemented by ***the most senior member of the Leadership Team***

***present at the time in conjunction with the named Officers and Emergency Services.***

## **FIRE EVACUATION PLAN**

**In the event of an evacuation a loud, long sounding buzzer will sound and the following action should be taken:**

- All classes exit via their fire doors and walk to their assembly points as calmly and quietly as possible, closing all doors behind them. **Support staff from Y1 classrooms, Y4 classrooms and Y5 classrooms** to check the cloakrooms, toilets and group room(s) on the way out.
- Children should walk sensibly and without talking.
- **ALL classes and staff** are to make their way up to the **top KS2 playground** to class muster spots.
- 1. Reception and KS1 classes who exit onto KS1 yard, to go via their playgrounds and KS1 playground, through the gate by the community room onto the top playground. ***(Identified staff will have keys/unlock and re-lock gates x 2)***
- 2. Nursery classes will exit to the left of Nursery, and move to the assembly point via the community room pathway by the main gate.
- 3. KS1 and KS2 classes who exit onto LKS2 playground are to make their way straight up to the upper yard class muster spots
- 4. KS2 who exit to the front of the building are to be walked around to the gate adjacent to the LKS2 playground and make their way up to the top yard class muster points. ***(Identified staff will have keys/unlock and re-lock the LKS2 playground entrance gate)***
- Any children in the hall will exit via the hall door fire exit and are to be walked around to the gate adjacent to the LKS2 playground and make their way up to the top yard class muster points.
- Any children in the library and KS2 Group room by the staff toilets are to exit via the library/group room fire door before making their way up to the top yard class muster points.
- Visitors to the school will remain with staff/classes they are visiting and make their way up to the top yard where they will be assembled and checked against the Visitors book by a member of the Office staff.
- All staff must ensure that they take their class lists with them on their departure.
- All late comers/signed out pupils must be accounted for. Please alert the named Officers immediately of any discrepancies.
- Site Supervisors/HT/DHT/SBM to conduct sweep of the building and open the side gate for the Fire Service
- No one is to return to their classrooms until notified by the named Officers.

### **Named Officers:**

**Mr D. Seabourne, Mr P. Gibson, Mr E. Underwood**

**Mrs J. Yates**

**Mrs A. Mills**  
**Mrs S. Bates**  
**Mrs M. Moore.**

**Mrs K. Salih**  
**Mrs A. Lyons**

### **General Fire Safety**

Fire extinguishers

- Checked every month by the Site Supervisor - records kept.
- Serviced every year by outside contractors - records kept.
- Fire alarms to be checked weekly from a different point by the Site Supervisor. Records to be kept.
- Fire alarms and Emergency Lights checked monthly by the Site Supervisor on behalf of the PFI provider. Records held by PFI provider.
- Fire Doors to be checked weekly by the Site Supervisor.
- Annual Inspection to be carried out by PFI Provider.
- Fire drills to be carried out at least once a term and recorded by the Site Team.

### **Fire Fighting**

In the event of a fire the first priority is to ensure that everyone is evacuated from the building in an orderly fashion. A fire should only be tackled by a member of staff if they feel it is safe to do so and that they are confident to deal with the situation. The aim of the fire fighter is to douse the flame. In the school environment the means of fire fighting will be by portable fire extinguisher or blanket.

***Adequate Training on the use of fire extinguishers will be provided to relevant staff.*** Portable appliances are colour coded according to type and since their applications are different it is useful to be able to recognize the different types.

## **EMERGENCY INVACUATION (Step One) and LOCK DOWN (Step Two) Procedures**

An **invacuation** will occur when it is necessary for the community to remain indoors or, if outdoors, to return indoors quickly.

Invacuation procedures may be activated in response to any number of situations. For example:

1. A reported incident, disturbance in the local community.
2. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
3. An intruder on site.
4. A major fire in the vicinity of the school
5. The close proximity of an unaccompanied animal eg a dog

A lock down will occur when it is necessary for the community to remain indoors or, if outdoors, to return indoors quickly **and it becomes necessary to secure the whole site, so entry is restricted** and all classes are within classrooms, with all doors and windows locked and blinds closed.

### **WARNING**

**The warning will be four long blasts on the school alarm repeated 3 times.**

**This signals the need to invacuate.**

### **PROCEDURES – STEP ONE: INVACUATION**

- All staff are to remain in the building
- If it is break or lunch time all staff and children must return immediately to their regular classroom.
- Those who are outside during lessons when this emergency signal is given must go immediately back into the building.
- Lock all external exterior doors.
- Close and secure all windows.
- Teachers to check adjoining rooms to ensure that all external doors and windows are shut and locked
- Staff in classrooms adjacent to Sunnyside Avenue will be advised if they are to move classes across to classrooms on the inner side of the school or vice-versa.

## **PROCEDURES – STEP TWO: LOCK DOWN**

- Staff will be advised by the emergency duty team, if there is a need to move into full lock down.
- Staff must then close all window blinds and lock internal classroom doors.
- Staff not classroom based must report to the staffroom with any visitors they may have. If staff outside of classrooms are working with children, the children must be escorted back to their main classroom then the adults report to the staffroom.
- Teachers are to call the register and note any absentees. Account for those missing
- All teachers must notify the emergency duty team of register completion who will report missing children and staff to the office.
- Missing persons must not be searched for - The Critical Incident Officer (Principal/Assistant Principals) will be responsible for this.
- Do not open the classroom doors to any person unless they are recognised as accredited senior staff/emergency duty team staff. Or the Police.
- Do not permit anyone to leave the building.
- Remain calm and undertake a planned story time/activity with the children.

## **ALL CLEAR**

**The 'all clear' to the above emergency will be the Principal/Assistant Principals or police.**

## **First Aid**

Arrangements for the provision of first aiders and requisites are in accordance with the Health and Safety (First Aid) Regulations 1981 and the appropriate Code of Practice. The school will provide adequate first aid equipment and facilities for employees if they are injured or become ill at work and ensure adequate provision of qualified first aiders to render first aid to employees if they are injured or become ill at work.

All first aiders will receive training and become qualified in accordance with standards approved by the Health and Safety Executive.

Appropriate First Aid equipment and materials will be provided and maintained.

## **ILLNESS AND FIRST AID GUIDELINES**

- Qualified staff, who have undergone, and passed a recognised first aid course, will assess children treatment of any kind.
- Children with minor injuries will be treated on site.
- If the first aider recommends further treatment, parents will be contacted to come and look at their child and make a decision as whether or not to take their child for further treatment (i.e. to a doctor, dentist etc).
- In the event of being unable to contact parents, the Principal/Assistant Principal(s) will arrange for the child to be taken to the doctor/hospital, phoning for an ambulance if required.
- Under Stoke-on-Trent guidelines any child with an infectious disease is not allowed in school.
- Should a child develop an illness at school, the school will endeavour to contact parents.
- If parents are unsure of illness incubation periods – a copy of the recognised guidelines is located in the school office and the School Health Team/Public Health can advise.

- Parents are advised that in the first instance to come into the academy to administer medicine. If this is not possible then a medicine request form should be requested and completed by the parent.

### **MONITORING**

Parents will be informed of all injuries giving any cause for concern or in the case of head injuries parents will be **directly informed by telephone**, where possible and the adult collecting the child will be provided with a letter outlining the injury and action taken. Accidents and treatments are recorded on an incident slip and given to the adult collecting the child. The Principal is responsible for the monitoring of this policy.

### **ADMINISTERING MEDICINE:**

If a pupil needs to take medicine during the school day, the following procedure is in place:-.

- Only prescribed medicine can be administered.
- Medication should be clearly labelled with: The child's name, expiry date, and recommended dosage. Please check.
- Parental consent needs to have been signed. Check the parent's instructions match the dosage recommendations on the medication.
- All medication needs to be kept out of the reach of children and stored in the designated fridge if required.
- It is the class teacher or T/A's responsibility to administer the medication and complete the appropriate paperwork.
- If medicine is given by another adult it is the class teacher's responsibility to check that the paper work has been done correctly.
- Parents should be informed that medicines have been given.
- Parents need to be told that the medication needs to be handed to the office staff each day. The office staff will then inform / pass the medicine to the class teacher.
- Once the child has finished the prescribed course of medication ALL paper work should be given in to school office.

### **Hygiene Precautions**

- Always cover exposed cuts or abrasions with a waterproof dressing before treating a casualty.
- Always wash hands before and after applying dressing.
- Where a spillage of blood or other body fluid occurs the spillage should be cleared using Emergency Spillage Compound. When dried, this should be brushed up and disposed of in the yellow bags.
- Disposable gloves and aprons together with the absorbent material should be disposed of in sealed plastic bags. (Yellow)
- If your skin has been in contact with another person's blood, wash it off with soap and water as soon as possible.
- If your lips, mouth, tongue or eyes come into contact with another person's blood wash the affected part as soon as possible with clear cold water.
- If you suffer a puncture wound when treating a casualty encourage the wound to bleed freely, wash with soap (not around the eyes) and water and put on a dressing.
- Resuscitades are available for use in mouth to mouth resuscitation. However, if resuscitation is necessary it must be started without delay and should not be

withheld if a resuscitator is not immediately available. No case of infection with HIV has been reported from any part of the world as a result of using mouth to mouth resuscitation. The type of mouth piece known as a rigid airway may only be used by first aiders who have been specially trained in their use.

## **Special Medical Needs**

Information about 'special medical needs' is gained from parents when a child is admitted. This is kept in the child's confidential record in the office and is referenced on SIMS. Class medical lists are given to each teacher. Children's problems that affect them at playtime are shared appropriately. If a child develops special medical needs later on, information should be added to the confidential record. Inhalers should be readily available to a child.

Emergency Care Plans may be implemented for children with certain medical conditions (e.g. anaphylaxis, epilepsy, diabetes). These will be kept in the school office, staffroom, classroom and kitchen as appropriate and any/all staff who need to be aware will be informed of the location of this documentation.

Diabetic children may require insulin to be held on the premises. This must be stored in a refrigerator. If a child is allergic to nuts, this is noted on his/her class medical list.

## **Asthma**

### ***Information for Staff***

#### **EMERGENCY PROCEDURE**

#### **Common Signs of an Asthma Attack**

- Coughing, shortness of breath, wheezing, tightness in the chest, being unusually quiet, difficulty speaking in full sentences.

#### **DO**

- Keep calm – do not panic
- Encourage the pupil to sit up and forward-do not lie them down
- Make sure the pupil takes two puffs of their reliever inhaler (usually blue) with spacer device.
- Ensure tight clothing is loosened
- Reassure the pupil.

**If no immediate improvement** – continue to make sure they take one puff of the reliever every minute for five minutes. Or until their symptoms improve.

#### **Call 999 or a doctor urgently if:**

- The pupils symptoms do not improve in 5-10 minutes, they are too breathless to talk, their lips are blue, or if you are in any doubt.
- If symptoms do not improve continue to give 1 puff of the reliever every minute until help arrives.

- Any pupil who has had an asthma attack will need a review by their GP/ Asthma Nurse as soon as possible.
- **A child should never be left to sleep off an asthma attack because the symptoms appear to have disappeared. The child may have gone into 'silent asthma' a state of collapse.**
- **If you are in any doubt ALWAYS call for an ambulance.**

#### **How to use a Spacer Device**

- Remove the cap and gently shake the inhaler.
- Put the inhaler into the end of the spacer.
- Put the mouthpiece into your child's mouth (keeping their lips behind the ring), make sure your child's lips are sealed around the mouthpiece.
- Encourage your child to breath in and out slowly and gently (i.e. normally, this will make the valve open and close making a clicking noise. If your child cannot move the valve, tilt the inhaler end of the spacer up to keep the valve open
- Continue with this breathing pattern and press the medication canister down once (one puff). Leave the spacer in the mouth while four or five more breaths are taken.
- Repeat as above if more 'puffs' are required.
- Shake the inhaler after every 3-4 puffs.
- Remove the spacer from your child's mouth.

#### **Asthma Record Keeping**

- On entry to the academy children with asthma or those possibly asthmatic should be identified. This can be achieved by asking whether a child has asthma, breathing or coughing problems. Such children should be brought to the attention of the school health team as soon as is practically possible.
- The parents of children clearly identified as asthmatic should complete a School Asthma Care Plan including consent to the administration of reliever medication in the event of an asthma attack.
- An Asthma Register is kept in the office to provide information for supply teachers etc, who may not be familiar with the class.
- A record of use of the inhaler should be kept giving the date and number of doses given. (Approximate will suffice if several doses are given). Parents should be informed using the Notification to Parent proforma (available via the Office).
- The school nurse should be informed at her next visit. In particular attention should be drawn to a child using the inhaler on a regular basis since this may indicate a child with inadequately treated asthma or a parent who is failing to provide for their child's requirements.

#### **Accident Reporting**

All accidents to staff, pupils, contractors and visitors to the academy must be recorded.

#### **Procedure to be followed in case of accidents - immediate action**

Where an accident occurs to a pupil the staff member must:

- 1 Take such first aid action as is immediately necessary to deal with the problem. (The injured party should only be moved if it is safe to do so. If in doubt DO NOT MOVE).

- 2 Summon the help of a First Aider if necessary.
- 3 Report the accident to the Office Manager.
- 4 A senior member of staff will be responsible for informing parents and deciding on whether to summon further medical aid. Senior staff will also decide on any further action e.g. relating to the cause of the accident.
- 5 Procedure relating to further action will be the same as for illness.

#### **Follow-up paperwork to be completed**

- 1 Minor accidents which require little or no first aid treatment and allow the person to continue their normal day. These are recorded in the accident book kept at the Main Office.
- 2 Serious accidents - this includes fractures and **all** incidents requiring further medical treatment. Only incidents/accidents involving members of staff need to be recorded in the HSE approved Accident Book (DPA 1998 Compliant)
- 3 Accidents resulting in fatalities or specified major injuries must be reported to the Stoke office by telephone on the day of the accident. The telephone number for notification is Stoke 234567. Accident report forms relating to major injuries should be sent to Head Office by first by first class post.
- 4 Dangerous occurrences (explosions, fire, etc) must be reported by telephone immediately to the Health and Safety Executive.

#### **Reporting Accidents under RIDDOR ( The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (as amended) 2013.)**

It is a legal requirement that some types of accidents and incidents must be reported to the Health and Safety Enforcing Authority (e.g. Local Authority, Health and Safety Executive), and others must be recorded.

You must report:

- Work-related fatal accidents to staff, contractors or members of the public.
- Accidents resulting in major injuries to people at work (listed below)
- Injuries that lead to an employee or self-employed person being away from work or unable to perform their normal work duties for more than **seven** consecutive days as a result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days)
- Injuries to members of the public or people who are not at work, if they are injured following an accident that arises out of a work activity, and are taken from the scene of an accident to hospital for treatment.
- Cases of diagnosed industrial disease; for example occupational dermatitis or occupational asthma, and
- Certain 'dangerous occurrences' (near miss incidents). If something happens which does not result in a reportable injury, but which clearly could have done, it may be classified as a dangerous occurrence and should be reported.

Incidents should be reported online. Advice must be sought from the Local Authority Health and Safety Team and all paperwork completed and submitted to them as advised and requested. This will be the responsibility of the Principal, but can be delegated to the ABM/Assistant Principals. Support will be given by the Local Authority team regarding reportable incidents. Further information can be found at <http://www.hse.gov.uk/riddor>

A telephone service (0845 300 9923 - opening hours Monday to Friday 8.30am to 5pm) is available for reporting **fatal and major injuries only**. However, the first step is to seek

advice from the Local Authority Health and Safety Team. The following are classed as major injuries:

- fracture other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye
- any penetrating injury to the eye
- injury resulting from an electric shock or burn leading to unconsciousness needing resuscitation
- admittance to hospital for more than 24 hours
- any other injury leading to hypothermia
- heat induced illness or unconsciousness needing resuscitation
- needing admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substances or biological agent

Further detail on what incidents must be reported can be found at <http://www.hse.gov.uk/riddor>

Death and major injury reports should be made without delay. Other incidents should be reported within 15 days of the accident.

You must keep a record of all RIDDOR reported incidents, and additionally any occupational accidents and injuries that result in a worker being away from work or incapacitated for more than 3 consecutive days. You must produce your RIDDOR records when asked for by health and safety inspectors.

### **Visits and Trips**

A first aid box is available for school trips and visits and can be located in the main office.

### **Risk Assessment**

The school manages its major hazards by assessing the various work areas and activities to measure the risks involved.

The scheme considers action under the following headings in order of priority:

- a) Design out the risk
- b) Substitute an alternative substance/material
- c) Introduce controls - mechanical/guards/systems/permits
- d) Provide personal protective equipment.

### **Machinery Plant and Equipment**

All machinery, equipment and plant should comply with the relevant BS requirement and Codes of Practice. BS4163:1984 often requires the standards for machines used in educational establishments to be higher than those in industry. However, these are the minimum standards that are acceptable. Electrical equipment must be tested and registered in accordance with legislation.

### **Assessment of Substances Hazardous to Health**

The Control of Substances Hazardous to Health Regulations (COSHH/CHIPS) require that no work is liable to expose anyone to Substances Hazardous to Health shall be carried on unless an assessment has been made.

The COSHH/CHIPS assessments will be made by those officers appointed in various areas.

The assessment is an evaluation of the risks to health and the establishing of what has to be done to meet the legal requirements.

Each assessment shall be suitable and sufficient, recorded, and if necessary, reviewed at appropriate times.

The purpose of the assessment is to ensure that any precautions which are required are appropriate to the task/risk relationship.

The results of every assessment will be made available to the employee/pupil who may require using the substances in question.

### **Asbestos**

The academy has no asbestos in the site. However, staff will be informed of asbestos where necessary to ensure they have an awareness of the siting of any asbestos and how it is being managed within the academy and what to do in the event of an emergency.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns they must contact the Site Manager.

### **Display Screen equipment – (visual display users)**

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment.

Speak to the Academy Business Manager who will be able to give you a copy of the self assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to the Academy Business Manager who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further advice can be obtained from the HR advisor to the CLT.

### **Housekeeping**

The academy has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the pupils.

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Supervisor should be contacted to assist.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The academy premises will be cleaned to an acceptable standard on a daily basis by the Cleaning Staff as agreed through the contract.
- Hygiene standards are of the highest attainable by all City Catering staff serving dinners.
- All academy staff are responsible on a daily basis for reporting Health and Safety issues to the Principal/Site Supervisor/Academy Business Manager with delegated responsibilities for health and safety.

### **Lone Working**

It is recognised that, from time to time, it may be necessary for academy employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the

academy on their own. Any member of staff who is working alone in the academy should work in a room with an outside phone line or have access to a mobile phone capable of contacting the emergency services.

In such circumstances, the academy will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised.

Any staff wishing to work outside normal school hours must have prior agreement and permission from the Principal.

### **Manual Handling**

The school recognises that manual handling does take place within the academy and that the movement of heavy and awkward loads can contribute to significant workplace injuries.

#### **General manual handling guidance for all staff**

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching and reaching, where practicable.

### **Safeguarding:**

This school recognises its legal duty to work with other agencies in safeguarding. Please see our Safeguarding and Child Protection Policy for further information. The Designated Persons and Deputies responsible for safeguarding are Mrs Mills, Mrs Salih and Mrs Lyons. The academy undertakes the Local Authority Safeguarding audit, which informs development work for the school.

### **Academy Minibuses**

The Academy minibuses are to be used for educational, cultural, spiritual and social development of the pupils. It is the policy of the academy that any minibus owned by the academy may not be loaned to any person or organisation outside of the academy/Trust without the permission of the Principal and Chair of Governors.

**THESE VEHICLES ARE NOT FOR COMMERCIAL HIRE.**

### **Aims**

To ensure that everyone who travels on the minibus travels safely.

To ensure that all drivers adhere to the school policy and minibus training as supplied through MIDAS.

### **Procedures**

#### **Drivers**

- The minibus may only be taken with permission of the Principal
- All drivers must complete a Drivers Declaration form
- Only MIDAS trained drivers may drive the minibus

- The driver must conduct the pre check safety inspection to confirm the roadworthiness of the vehicle before driving
- The driver must ensure that all passenger seatbelts are secured
- The driver must leave the minibus in a clean tidy condition
- The driver must locate all essential equipment eg first aid kit, fire extinguisher before setting off

### **Health and Safety**

- A first aid kit is kept in the storage compartment above the driver seat
- A fire extinguisher is positioned behind the front passenger seat
- In the event of fire the driver must not attempt to fight the fire. The mini bus must be evacuated and the children moved to safety
- The mini bus is fitted with the correct child restraints, booster seat (where necessary) and seat belts
- The driver must use their discretion to decide if the weather conditions are unsuitable for travel
- Under no circumstances must the minibus be taken out in deep snow or very icy conditions when the roads are untreated
- The driver must always be accompanied by at least one additional adult, and High Visibility jackets must be worn
- The driver is provided with an emergency contact list and must take a mobile phone on any journey to ensure the necessary contacts are kept fully informed of breakdowns etc.

### **Listed below is a ten point check list of operating procedures which is displayed in the mini bus handbook at the front of each mini bus. BEFORE DEPARTURE**

- 1** Check tyres visually / mirrors / petrol / wipers / lights
- 2** Record Odometer reading
- 3** Check doors are closed securely and aisles clear
- 4** Check pupils are wearing seat belts; YR to have booster seats (kept in B House Cloakroom)
- 5** Check First Aid kit /Fire extinguisher / School Mobile Phone to be taken and number. given to office

### **DURING TRIP**

- 6** Chewing gum / smoking are **not allowed** on bus. Food and drink (not water) are only allowed in an emergency
- 7** Pupils leave bus by side doors (Back door to be used only in an Emergency)
- 8** In the event of a breakdown ring: **School 01782 234466**

### **AFTER TRIP**

- 9** Record final odometer reading and return keys and check/defect report to School Office
- 10** Ensure pupils are kept in supervised care until collected by parents

### **Important information regarding the minibus**

Length of buses 5998

Height of buses 2524

Beware of height restrictions for parking the vehicle, generally the minibus cannot be parked in a multi-storey car park or where there is a barrier,

Diesel only – fuel pump on the passenger side of the bus.

Use the minibus as much as possible

## **Operating Procedures**

### **Before Departure**

- **Record** odometer reading **on the Driver Vehicle Check and Defect report form**
- Go through check list on form.
- Check you are carrying a mobile

### **On return**

- **Record** final odometer reading
- Note down details of journey and any mechanical problems
- Park bus safely in the designated area, the Site Supervisor/Assistant will ensure that the vehicle is reversed into the space in preparation for the next outward journey
- Securely lock, turn off lights and radio
- Return keys to the office
- **Return Driver Vehicle Check and Defect report form** to the main office.

### **Maintenance**

- Maintenance Staff – Site Supervisor/Assistant will check:
- Fuel levels (Diesel); Oil; Water; Tyre pressures weekly and ticks appropriate boxes on checklist
- Fuel to be monitored and replenished by Site Supervisor/Assistant
- Staff using the bus should be able to add fuel, oil and water should this be necessary.
- Site Supervisor/Assistant to check bus weekly for cleanliness

### **Insurance**

- Only nominated staff may drive the buses
- Insurance is fully comprehensive. Details are held with the Academy Business Manager.

**Under No Circumstances must an untrained member of staff drive the mini bus with children on board.**

**All staff are required to show their driving licence to the office staff.**

All Assessment Forms held in the minibus file in the Office.

The Academy Business Manager holds the list of the Nominated Drivers:

Garage and repair work carried out by: S Scalise & Son

### **Out of Hours use of school premises**

- Consideration will be given to persons using the premises outside school hours in order to ensure their safety.
- A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.
- There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire risk assessment.
- Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures.

### **Portable electrical appliance testing**

The Site Manager is responsible for ensuring that all portable electrical equipment is tested annually by an approved contractor.

A register of all such electrical equipment used in the school is kept by the Site Supervisor and a copy is kept in the Main Office.

No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The Site Manager, will be responsible for co-ordinating the registration, inspection and testing of equipment. (See section 2 for name person responsible).

All staff will be informed/instructed to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date etc.

### **Smoking**

Mill Hill Primary is strictly a no smoking site.

### **Violence to Staff**

Mill Hill Primary will not accept any instances of aggression, verbal or physical towards staff or pupils. Parents/Carers/Visitors will be asked to leave the school grounds if there are instances of this nature and may be asked to remain off the premises. (Please refer to our Trust policy on Unacceptable Behaviour of Visitors.

### **Monitoring and Review**

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

The Principal and the Governors will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Assessment Report and Fire Risk Assessment.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
3. The annual audit report
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the Director of Operations and CLT Board, as required, so that any review of policy that may be necessary or contemplated can be informed by them.

This policy is drawn up in accordance with the planning duty in the Disability Discrimination Act 1995, as amended by the Special Education Needs (SEN) and Disability Act 2001 (SENDA). It draws on the guidance set out in "Accessible Schools: Planning to increase access to schools for disabled pupils", issued by Department for Education and Skills (DfES) in July 2002.

### **Definition of Disability**

Disability is defined by the Disability Discrimination Act 1995 (DDA):

“A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

### **Key Objective**

To reduce and eliminate barriers in accessing the curriculum and to promote full participation in the school community for pupils and prospective pupils with a disability.

### **Principles**

- Compliance with the DDA is consistent with the academy’s aims and Trust Equalities and Diversity policy, and the operation of the academy’s SEND policy;
- The academy recognises its duty under the DDA (as amended by the SENDA):
  - ✓ not to discriminate against pupils in the admission and exclusions, and
  - ✓ provision of education and associated services;
  - ✓ not to treat pupils who are disabled less favourably for a reason related
  - ✓ to their disability;
  - ✓ to take reasonable steps to avoid putting pupils who are disabled at a
  - ✓ substantial disadvantage
- In performing their duties, Governors and staff will have regard to the Disability Rights Commission (DRC) Code of Practice (2002);
- The academy recognises and values parents’ knowledge of their child’s disability and its effects on his/her ability to carry out normal activities, and respects the parents’ and child’s right to confidentiality;
- The academy provides all pupils with a broad and balanced curriculum, differentiated and adjusted to meet the needs of individual pupils and their preferred learning styles; and endorses the key principles in the National Curriculum framework, which underpin the development of a more inclusive curriculum:
  - ✓ Setting suitable learning challenges
  - ✓ Responding to pupils’ diverse learning needs
  - ✓ Overcoming potential barriers to learning and assessment for individuals and groups of pupils.

### **Activity**

#### Education & related activities

The academy will continue to seek and follow the advice of Local Authority (LA) services, such as specialist teacher advisers and SEND inspectors/advisors, and of appropriate health professionals from the local NHS Trusts.

Teachers and teaching assistants will have the necessary training to teach and support pupils who are recognised as having a disability.

### Physical environment

The academy will take account of the needs of pupils and visitors with physical difficulties and sensory impairments when planning and undertaking future improvements and refurbishments of the site and premises, such as improved access, lighting, acoustic treatment and colour schemes, and more accessible facilities and fittings.

### **Provision of information**

The academy will make itself aware of local services, including those provided through the LA and through the City Learning Trust for providing information in alternative formats when required or requested.