



Mayfield Primary School

18. Health and Safety Including First Aid



Our Vision. Our intention. Always start with why!

Valuing

Every Achievement

Social - Academic - Moral - Personal

We know that intention can be easy words that look and sound effective. Our true intention is one that is enabled and implemented by the actions we take to show that we mean what we say. Mayfield is committed to building a school that is viewed from the children's eyes. We ask ourselves: How will they approach this? What do they already know? What skills will they bring? Which groups require input? How do we need to teach this? What will engage them? How long do they need? What do they need us to teach them now?

So....

we know our children must be the busiest people in any room. Children must have 'active purpose' and we must erase 'learned helplessness'. Our children's starting points are a vital consideration. We must keep teaching groups as small and precise as possible. Their independence and resilience is imperative. Their strong attendance and punctuality is paramount. We want **everyone** to embrace mistakes and never be afraid to learn from them. We will draft, repeat, refine and polish to achieve lasting progress. Learning is not a rapid, one stop shop. We will talk, listen, perform and present to foster confidence. We must rapidly build vocabulary. Marking **must** have a clear purpose, a response and be as 'live' as possible. We are constantly developing a curriculum that meets our children's needs and it must utilise and embrace our unique location. Classroom layout and design is essential. A unique environment must be generated. We must provide a flexible and responsive timetable and lesson structure. Our teachers must adopt and explore many teaching styles. Social times are a chance for new ideas and to be viewed as a new opportunity and we must be insistent and consistent to foster positive behaviours. We are not afraid to change. We will dare to do and learn. We will challenge established thinking.

We will use common sense. We accept the fallibility of being human. We are not perfect.

We are proud to accept and respect everyone.

Enabling

Every Achievement

Genuine. Honest. Passionate. Take our hand. Change the landscape.

*** Mayfield Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. We recognise that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. ***



HEALTH & SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Mayfield Primary School**
- **Community Primary**
- **04/044**
- **St Leonard's Road East, Lytham St Annes, FY8 2HQ**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Community or Voluntary Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. Other school leaders will undertake responsibilities based upon the delegation of duties by the headteacher. The County Council, the Governing Body and school leadership should work in partnership to meet these responsibilities. The Site Manager & Business Manager will lead the work with regard to the day-to-day implementation and management of health, safety and welfare within the school.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".

Headteacher's name: Glyn Denton	Chair of Governors name: Mark Burge
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Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Headteacher alongside the School Business Manager & Site Supervisor
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	School Business Manager
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	School Business Manager Site Supervisor DHT Headteacher
The Health & Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:	School Business Manager Site Supervisor Headteacher DHT
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

* Health & Safety objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

Examples of objectives might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses.

Health and Safety Risks Arising from Work Activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.



Risk assessments will be undertaken by: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	<i>School Business Manager</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher Resources Committee Link Governor</i>
Action required to remove/control risks will be approved by:	<i>Headteacher, DHT, School Business Manager, Site Supervisor</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher, DHT, School Business Manager, Site Supervisor</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher, DHT, School Business Manager, Site Supervisor Resources Committee</i>
Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>School Business Manager</i>



School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

(The list in the table at the end of this document is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed in the table. Please add any additional hazards to the list or remove any that do not apply. **You should delete this paragraph once you have done this.**)

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>Mrs Jo Miller</i>
Consultation with employees is provided via:	<i>Review of documents, staff meetings, circulation of draft documents for consultation, monthly/annual health & safety meeting, ongoing daily dynamic risk assessment</i>

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.



Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	Site Supervisor/School Business Manager
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Site Supervisor/School Business Manager
Responsible person(s) for ensuring that all identified maintenance is carried out:	Site Supervisor/School Business Manager
Any problems found with equipment should be reported to:	Headteacher/DHT/School Business Manager
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Site Supervisor/School Business Manager

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	Staff Room
Health and safety advice is available from:	School Business Manager Site Supervisor LCC H&S Team
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	School Business Manager

* It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.

Competency for Tasks and Training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	School Business Manager/Site Supervisor
Job specific training will be provided by:	Site Supervisor/School Business Manager
Jobs requiring specific health & safety training are:	First Aid in the Workplace, Working at Heights, Manual Handling
Training records are kept at/by:	School Office CPD file
Training will be identified, arranged and monitored by:	School Business Manager



Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	At the School Office, Infant Hall
The first aider(s) and appointed person(s) is/are:	Ms Emma Wilmott, Mrs Michelle Bairstow Also trained: Miss McCormack, Mrs Miller, Mrs McFarlane (Paediatric First Aid) Teaching Assistants: Mrs Denton, Mrs Fleming, LSPM: Ms Lloyd
All accidents and cases of work-related ill health are to be reported to:	School Business Manager
Health surveillance is not required for any roles within the school.	N/A
Health surveillance will be arranged by:	N/A
Health surveillance/records will be kept by/at:	N/A

Performance Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by:	Headteacher, Site Manager, School Business Manager, Resources Committee working party/representative
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	School Business Manager, Site Manager, Headteacher, DHT



Responsible person(s) for investigating work-related causes of sickness absences:	School Business Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	School Business Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	School Business Manager

Emergency Procedures - Fire and Evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	School Business Manager
Escape routes are checked by/every:	Site Supervisor– daily as part of the school opening and locking up procedure
Fire extinguishers are maintained and checked by/every:	Churches - annually
Alarms are tested by/every:	Site Supervisor– two call points each week
The emergency evacuation procedure is tested by/every:	Term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Headteacher, School Business Manager, Emergency Response Plan

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	Y	First Aid records, Accident/Incident report forms
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	Y	First Aid risk assessment
Catering	Y	Commercial Services risk assessment
Cleaning/caretaking	Y	Red folder – Site Supervisor's Room
Control of contractors	Y	Risk Assessment file
Disability access (health & safety implications)	Y	Equalities Policy
Display Screen Equipment and Eye Tests	Y	Risk Assessment file
Driving at Work	N	
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	Y	PAT testing records
Emergency Procedures other than Fire e.g. flood, services failure	Y	Emergency Preparedness Matrix, Emergency Response Plan
Extended school and community use	Y	Lettings Policy
Falling Objects/Safe storage	Y	Risk Assessment file
Fire Safety	Y	Fire Risk Assessment
First Aid	Y	Risk Assessment file
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	Y	Emergency Preparedness Matrix, Gas Safety Certificate
Hot surfaces, scalds and burns	Y	Risk Assessment file
Health & Safety Induction (checklist available on web site)	Y	Staff handbook
Lettings to non-school groups	Y	Lettings Policy
Manual Handling	Y	Risk Assessment file
Minibuses	N/A	N/A
Mobile phones (the use of)	Y	Esafety and ICT Security Framework
Needles and needle stick injuries	Y	First Aid risk assessment
Personal safety including lone working and violence and aggression	Y	Risk Assessment file
Play Equipment installations inspections	Y	Playground Inspection Reports in H&S file
Playgrounds and external areas	Y	Risk Assessment file
Ponds and Water features	Y	Risk assessment file
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	Y	Health & Safety Policy
Pupil moving and handling (special needs)	N/A	
Pregnant employees and nursing mothers	Y	Risk Assessment file when relevant
Reporting of health & safety concerns/faults	Y	Site Supervisor Log Book
Shared use of buildings	N/A	
Sharps e.g. broken glass either in school building or external grounds	Y	Risk Assessment file
Slips and trips	Y	Risk Assessment file
Stress	Y	Risk Assessment file
Substances – COSHH	Y	Risk Assessment file
Swimming pools	N/A	
Vehicle and pedestrian traffic	Y	Risk Assessment file
Visitor and volunteers safety	Y	Visitor Induction sheet
Waste storage and disposal	N/A	
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Y	Legionella testing records
Work equipment and machinery	Y	Risk Assessment file

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Working at height – ladders, access equipment etc.	Y	Risk Assessment file
Workplace Inspection	Y	Resources Committee working party Resources minutes

Table of Non-Occupational Health & Safety Topics/Activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	Y	Drug Education Policy
*Educational Visits	Y	Educational Visits policy
Food safety and hygiene	Y	Commercial Services risk assessment
Outdoor activities	Y	Risk Assessment file
PE Equipment	Y	Risk Assessment file Inspection reports in H&S file
Pupil handling and restraint	Y	Child Protection Policy, SEN Policy, Behaviour Policy
Grounds maintenance activities	Y	Risk assessment file
Pupil movement and flow	N/A	
School transport	Y	Risk assessments completed and saved on Evolve
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	Y	Risk Assessment file
Smoking	Y	Drugs Education Policy
Special needs of pupils health & safety issues	Y	SEN Policy
Stage and drama activities	Y	Risk assessment file
Supervision of pupils	Y	Supervision of pupils policy
Technology rooms and equipment	N/A	
Wearing of jewellery	Y	Prospectus, PE guidance document
Work experience	N/A	

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.