

Our School Values

Resilience

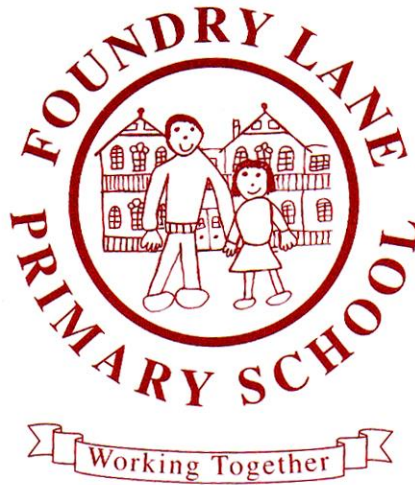
Creativity

Kindness

Community

Critical Thinking

Independence



Health and Safety Policy

If you would like to see a signed copy of this policy or speak to a member of staff about its contents, please contact the School on 02380 774814 or at info@foundrylaneprimary.co.uk

This policy was adopted in: May 2023

This policy is to be next reviewed in: December 2025

This policy will be reviewed by: Resources Committee

The Senior Leader responsible for the monitoring of this policy is : Headteacher

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

Our Vision

Our inclusive environment acknowledges and respects children from diverse families and cultural backgrounds where everyone feels they belong. We provide a rich and engaging school experience through inspiring, motivating and challenging our pupils to believe in themselves and to raise and expand their aspirations.

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Policy Intent

This policy covers staff, pupils, visitors and other users of the premises. It aims to show the Governors and Head Teachers commitment to their responsibilities under the Health and Safety at Work etc Act 1974.

The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness with appropriate training amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Signed.....

Signed.....

Head Teacher

Chair of Governors

Dated.....

Roles and Responsibilities

The **Governing Body** make ultimate policy decisions for the school. They will:

- Agree policy
- Give strategic guidance
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure the agreed schedule for inspecting Heating/Mechanical and Electrical systems is followed and they are regularly maintained
- Ensure that the Headteacher and Senior Staff provides adequate Health and Safety training to everyone working in the school
- Maintain the premises in a condition that conforms to all Health and Safety regulations
- Ensure that adequate welfare facilities for staff & pupils are provided by the school
- Review and monitor the effectiveness of this policy

The **Head Teacher** is responsible for the day to day running of the school and will ensure:

- That all staff will receive mandatory Health and Safety training that will be recorded and kept up to date
- To promote a positive, open health and safety culture in the school
- To report to Governors on key health and safety issues
- To seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- That all staff co-operate with the policy
- To devise and implement effective safety procedures
- That risk assessments are reviewed on an annual basis or where appropriate
- That relevant staff have access to appropriate training
- To oversee or delegate the role of responsible person during emergencies including fire

Senior Leaders within the school will support the Head Teacher and will:

- Ensure risk assessments are carried out for any appropriate activities and that they are accurate, suitable and reviewed where necessary
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out investigations into accidents and produce reports / statements

The **Site Manager** is responsible for the day to day maintenance of grounds and buildings throughout the site and will ensure:

- The school security systems are maintained in accordance with schools PPM arrangements
- Health and Safety issues are prioritised and dealt with quickly and efficiently
- The Head Teacher is informed of any unresolved Health and Safety issues
- That contractors are made aware of and conform to the safe working practices as detailed in the schools "Managing contractor's code of practice"
- That there is a daily inspections of the grounds, buildings and play equipment to identify any potential risks
- All inflammable substances are treated and stored in accordance with DSEAR regulations
- A COSHH register is regularly maintained and readily available to all staff
- All chemicals are stored safely in accordance with COSHH regulations
- All cleaning staff receive COSHH training on an annual basis
- The schools colour coded cleaning Health and Hygiene system is strictly adhered to

- Fire alarm tests will be conducted and recorded on a weekly basis and any faults identified repaired or corrected
- All plant rooms are functioning safely and efficiently e.g. flow and return temperatures are within acceptable parameters (Legionella Management)
- Contractors view and sign the Asbestos register if they are working in an area where asbestos has been identified or if the nature of the intended works is structurally invasive
- That all Inspections; PPM's and statutory testing is completed in accordance with the maintenance schedule (Appendix 1)

All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Follow both the Child Protection Policy Procedure and Guidance and Foundry Lane Safeguarding Policy
- Supervise pupils and advise them on how to use equipment safely
- Report to their line manager; practices, equipment or physical conditions that may be hazardous to children or other members of staff
- Follow the accident reporting procedure
- Contribute to and highlight any concerns in the school's risk assessments
- Complete mandatory health and safety training when required

In accordance with the school behaviour policy, Pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Specific Arrangements

Accidents and Incident Reporting

- All accidents should be reported to the business manager and recorded. Where appropriate accidents will be registered online with the Southampton City Council portal

Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school
- The use of hazardous substances in school will be kept to a minimum

- The Site Manager will complete a COSHH safety data sheets and risk assessments for all chemical substances used on site
- The associated procedures and control measures will be strictly adhered to

Display Screen Equipment

- For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with up to date guidance on their use

Educational Visits

- All off site trips will be subject to risk assessment and risk assessments will be uploaded to the EVOLVE portal for approval. The advice of the Hampshire Educational Visits Adviser will be closely followed

PAT Testing

- A register is maintained of all portable electrical equipment tested annually (PPM). The Site Manager will arrange tests for any new electrical equipment

First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip
- First aiders are identified on the door of the Medical Room and in the Safeguarding hub

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- The size of groups will be limited to allow adequate supervision
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Legionella

- Water temperatures are taken once a month (PPM). Any issues that may arise such as temperature fluctuation are recorded and remedial action taken

Lifts & Hoists

- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a six monthly basis
- Evac Chairs are tested annually and designated staff trained every 3 years in the use of this equipment

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for all members of staff. Specialist training will be provided where pupils require specific manual handling practices

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- Playground equipment will not be used when it is slippery and unsafe due to poor weather conditions

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

Pregnant Members of Staff

- The schools procedures for pregnant members of staff will be followed, which will include carrying out a 'Pregnancy Risk Assessment'

Risk Assessment

- The school maintains a comprehensive register of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds.
- The schools risk assessments are all available on the school central server for staff to view and refer to
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed where appropriate (except risk assessments for school trips which should be reviewed each time the trip takes place).

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Stress at Work

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff in line with the school Behaviour Policy
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school Behaviour Policy

- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

Training

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process.

Violence at work / Lone Working

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place
- The school has an electronic lone working system for lone working staff which will provide assistance in an emergency

Working at Height

- Working at heights risk assessments will be for anyone working at heights
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised of working at height regulations

Appendix 1

STATUTORY TESTING AND PLANNED PREVENTATIVE MAINTENANCE SCHEDULE

Maintenance Group	Inspections, Tests and maintenance	Scheduled maintenance	Work completed by who
Electrical	<ul style="list-style-type: none"> PAT Testing Electrical Installation Condition Report 	12 Months 5 Years	Southampton City Council (SCC) SCC
Heating and mechanical	<ul style="list-style-type: none"> Commercial Gas Safety Certification Air Conditioning compliance check Expansion relief valves Thermostatic mixer valves 	12 months 6 months 12 months 12 months	Wings Technical Services Ltd " " " " " "
Water and Legionella Management	<ul style="list-style-type: none"> Temperature checks Water storage tank cleaning and inspection Legionella Risk Assessment Water analysis 	Monthly 12 months 24 months 12 Months 12 months	Freeston water treatment Ltd " " " " " "
Lightning Conductors	<ul style="list-style-type: none"> Lightning Protection testing 	12 Months	Wallbridge A C & Co Ltd
Asbestos	<ul style="list-style-type: none"> Asbestos review 	12 months	TASC Environmental services Ltd
Playground play equipment	<ul style="list-style-type: none"> Playground Equipment Inspection 	12 Months	SCC
Passenger Lift	<ul style="list-style-type: none"> Inspection testing 	3 Months	Axis Elevators Ltd
Platform Lift	<ul style="list-style-type: none"> Inspection testing 	12 Months	Phoenix Lifts Ltd
Fire management	<ul style="list-style-type: none"> Emergency lights tests Emergency Lighting Periodic Inspection Fire alarm tests Fire and Alarm and System Inspection Firefighting equipment maintenance Fire Risk Assessment review 	Monthly 12 Months Weekly 3 Months 12 Months 12 Months	SCC SCC Assistant Site Manager SCC Secure Fire Solutions Ltd Brynmor Bashford, TIFireE, MIFPO, MIFSM
Security	<ul style="list-style-type: none"> CCTV Intruder alarm Security gates 	12 Months 6 Months 12 Months	Balance Systems Ltd " " Scroll gates Ltd
Grounds	<ul style="list-style-type: none"> Tree Inspection 	24 Months	SCC
Buildings Structural	<ul style="list-style-type: none"> Condition Survey 	36 Months	SCC