



Copnor Primary School – Health and Safety Policy

C5 – Site Safety & Maintenance

Aims

To provide a comfortable and efficient learning environment for the children and staff to work in.

Rationale

Plan over three-year intervals to ensure rolling maintenance as well as new projects are addressed. Follow Portsmouth City Council's guidelines and Health and Safety Legislation.

Roles and Responsibilities

Overall responsibility	-Headteacher
Health and Safety Rep	- Premises manager
Health & Safety Governor	- Chair of Estates Committee

The Headteacher will:

- Ensure all staff are aware of the following procedures
- Ensure all pupils, parents and visitors are made aware of appropriate information
- Recommend to the Estates committee how the budget can be most efficiently deployed to maintain and improve the learning environment

The Premises Manager will:

- Ensure that the Headteacher is made aware of relevant issues
- Ensure the day-to-day running of all the guidelines including security procedures
- Ensure any hazardous materials are kept locked
- Ensure that all relevant safety checks by outside agencies are performed to schedule
- Follow the functions of the Health and Safety representative as decreed by Portsmouth City Council and shown in appendix 1

The Health and Safety Governor will:

- Ensure that a safety check of the premise is conducted at least once pre term
- Be a member of the Estates committee

All staff:

- Have a duty to report any situations or potential hazards to the premises manager or Headteacher. These should be recorded in the logbook kept in the main office.

Procedures

Security

- All visitors must enter by the main front entrance and are required to sign in and out at the office. Visitors must wear a badge whilst on the premises.
- All members of staff must politely question any visitor to the school that they are unaware of, and if in any doubt express any concerns to the most senior member of staff available
- If any member of staff has significant doubts about a visitor which cause immediate concern they should not endanger themselves, rather they should immediately telephone the police
- The Premises manager will lock the side entrance doors open at 8.30 each day and then return them to normal operation at 8.45
- All members of staff must close exit doors to classes and to the main building and hall when they are not in use

- No member of staff may give the security code of the school to any unauthorised person including any of the children. (If a child needs to be sent in to school during an outdoor lesson they must use the front entrance.)
- Deliveries will use the side entrance in the North Drive and be contained within the hall and front reception area, outside of the main secure building.
- The Premises Manager, Headteacher, Head of School and leadership team have keys to access the building. The Premises Manager, Headteacher and Head of School are the designated key holders who are contacted by the alarm company when the alarms are triggered.
- It is the responsibility of all class teachers to ensure that their external doors are closed when the classroom is left unattended, and it is their responsibility to close windows and close curtains at the end of the day.
- It is the responsibility of the Premises Manager to check the security of the site before closing it at the end of the day. In the absence of the Premises Manager the most senior member of staff will undertake this.
- The premises Manager will ensure that the alarm system is tested by the contractors every year.
- The premises manager should change the alarm code at least twice per year
- The Headteacher (or most senior member of staff available) is responsible for the security of the premises when the caretaker is off site.

Contractors on Site

- Contractors visits will be co-ordinated and supervised by the Premises manager. They will be supervised by the most senior member of staff in the absence of the Premises Manager.
- All contractors must report to the main office.
- All contractors must adhere to their own health and safety policy so as not to endanger the children or adults within school
- All contractors must be briefed to store away equipment safely
- The premises manager will check the areas used by contractors as soon as possible after they have completed their work and report any concerns to the Headteacher

Animals on Site

- No animals will be allowed on the site without the prior permission of the Headteacher (this includes instances where they are being used to enhance the curriculum)
- No dogs are allowed on the premises. If a parent brings a dog into the playground, members of staff should politely ask them to leave.

Storage of hazardous substances

- The Premises Manager must ensure that all hazardous substances are kept in a locked store
- Any staff ordering chemicals must ensure that they are approved by the COSHH register
- Staff will always adhere to the Local Authority guidance and instructions on the container when handling hazardous substances.

Children moving Equipment

- Children may be asked to move equipment or furniture however the member of staff must ensure that the children are shown how to lift the item (including how to bend) and that the equipment is reasonable for the size of the child.
- Children should not move furniture up and down stairs

Staff moving Equipment

- Staff may move equipment or furniture but should be careful not to lift anything awkward or heavy without seeking help, and should take into consideration their own health and safety and that of others.
- Staff should use steps when needing to reach high and should not attempt to reach higher than pinboard height, without seeking the help of the premises manager.

Electrical Testing

> The Premises Manager will ensure that all equipment is tested each year.

Legionella Testing

> The Premises Manager will ensure that this is tested each month.

Fire Testing

> The Premises Manager will ensure that the fire alarm is tested weekly

Asbestos Testing

> The Premises Manager will ensure that this is tested every 6 months.

Policy updated: Sept 2016
Review Date: Sept 2017