



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
- When live chicks are used in Year R, or any other sort of animals have been hired for use, the teachers must ensure that any safety procedures advised by the company/ expert are followed, and that the children thoroughly wash their hands afterwards. Teachers also need to check that no child with a relevant allergy is allowed to touch the animal.

Staff moving Equipment

- Ladders are our only identified access equipment. These must be stored under lock when not in use. They must be inspected before use. We must always attempt to use these when the pupils are not present, but if pupils are present then the ladders need to be cordoned off and secure to prevent children accessing these.
- 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. In addition to this he will visually check any personal items brought in by staff. If in any doubt they will be PAT tested. Staff sign the fire safety logbook to confirm that they will comply with this.

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.

Grounds Safety

>The premises manager conducts a weekly perimeter survey to ensure there are no hazards. If any are identified these are drawn to the attention of the headteacher, any hazard is rendered inaccessible and contractors are called to rectify these.

>Trees and plants are monitored by the site manager once per term. If any hazards are identified these are drawn to the attention of the headteacher. Any hazard is rendered inaccessible and either the site manager or PCC Grounds maintenance team are called to rectify these.

>When conditions are icy the site manager conducts an early morning walk and implements gritting of the playground. If an area really is of serious concern then it is cordoned off and clearly signposted.

Trimtrail, MUGA and Pirate Ship

>The use of the Trimtrail and MUGA equipment is not acceptable in the periods immediately before school and immediately after school unless staffed by an appropriate member of school staff. This applies to the children of the school and any other children who are brought onto the school site/ are on the school site e.g. to collect siblings.

>The pirate ship can be used by children before and after school if they are closely supervised by a parent/carer. It is the responsibility of the adult supervising to ensure that their child is playing safely. Parents will be reminded about this need for supervision at least once per annum. A visual check of the pirate ship will be made by the site manager (or the deputy site manager/ head teacher in their absence) at the start of each school day.

>Annually, the children will be taught how to use the equipment safely as part of their PE lessons before they are allowed to use the equipment at break times and lunchtimes. An appropriate member of school staff must be present before the children start to use the equipment and the normal school behaviour policy will be used at all times. The adult supervising the equipment must do a visual check before the children begin to use the equipment. They must report any concerns and place the equipment out of use if appropriate.

>Annually, the Site Manager will arrange for an inspection of the equipment using Hampshire County Council's recommended PE equipment maintenance contractor.

Minibus Safety

>The minibuses are annually tested by PCC approved test centres (Adams Morey)

>Insurance is renewed by Bursar annually

>All drivers within school are MIDAS trained. This includes emergency procedures such as what to do in the event of an emergency spillage.

>In the case of us hiring out a minibus, the Site Manager or a member of SLT ensures a safety talk is given and that the driver is competent to drive it.

>The minibus is only ever to be used for staff and children. Hazardous loads must never be carried on them.

Policy updated: Sept 2020

Review Date: Sept 2021