



## Health & Safety Policy

**This policy is applicable to all pupils, including those in the EYFS.**

**This policy should be read in conjunction with the Risk Assessment Policy, First Aid Policy, Fire Safety Policy and Behaviour Management Policy and Critical Incident Management Policy. There are separate policies in the staff handbook on Manual Handling, Lone Working and Working at Height.**

The Trustees of Mayville High School Limited recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and all other people who come into the school. The school will train all staff on H&S procedures and staff will not start work until the Headteacher is satisfied that the employee is adequately acquainted with all school procedures. It is the Trustees' duty:

1. To establish and maintain, so far as is reasonably practicable, a safe and healthy environment throughout the school.
2. To establish and maintain, so far as is reasonably practicable, safe working procedures among staff and pupils to prevent accidental injury.
3. To make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
4. To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
5. To maintain, as far as is reasonably practicable, the school premises in a condition that is safe and without risk to health and to provide and maintain means of access/exit that are safe and without risk.
6. To formulate effective procedures for use in case of fire and for evacuating the school premises.
7. To lay down procedures to be followed in case of accident.
8. To comply with local regulation and national legislation.
9. To provide good training to all staff regarding how to stay safe on site. This training will include how to conduct a risk assessment. Risk Assessment is the method by which



hazards are identified for specific tasks, and the associated risks, i.e. the likelihood of harm actually occurring are quantified. This enables appropriate control measures to be devised, so that risk is minimised as far as practicable.

10. To ensure that the Health and Safety Policy and all other related procedures are reviewed and kept up to date and that arrangements are in place to ensure that all staff and pupils are aware of their responsibilities and that they comply with all policies and codes of practice.

## **THE HEALTH AND SAFETY ACT STATES:**

"No person shall intentionally or recklessly interfere or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions"

In order that the Law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees – site manager, cleaners, clerical staff, lunch time supervisors, educational support staff and teachers are expected:

- 1 To know the special safety measures and arrangements to be adopted in his/her own working area and to ensure that they are applied.
- 2 To observe standard of dress consistent with safety and/or hygiene.
- 3 To exercise good standards of housekeeping and cleanliness.
- 4 To know and apply the general and emergency procedures in respect of fire and first-aid.
- 5 To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or safety of others.
- 6 To co-operate with other employees in promoting improved safety measure in the school.
- 7 To co-operate with the appointed representatives of the Health and Safety Committee, the City Authority and the enforcement of the Health & Safety Executive of the Public Health Authority.

## **OBLIGATIONS OF ALL EMPLOYEES**

The Health and Safety at Work Act 1999 (as amended) states:

"It shall be the duty of every employee while at work:

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- 1 To take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.
- 2 As regards any duty or requirements imposed on his/her employers or any other person by or under any of the relevant statutory provision, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with."

## ORGANISATION AND ARRANGEMENTS FOR HEALTH AND SAFETY

### The Trustees:

- 1 The Trustees bear ultimate responsibility to provide leadership; and day to day responsibilities are delegated to the Senior Management Team (SMT) to provide, so far as is reasonably practicable, a workplace which is a safe and healthy place to work and learn, all of the time, for everyone.

### The Headteacher will:-

1. Report to the Trustees any major threat to the health and safety of employees and users of the school.
2. Hold an annual inspection of the school with reference to Health and Safety issues.
3. Decide on the priority issues to inform the School Development Plan.
4. Monitor the Health and Safety procedures throughout the school with particular reference to the annual survey and school development priorities.
5. Be the focal point for day to day references on safety and give advice or indicate sources of advice.
6. Co-ordinate the implementation of the approved safety procedures in the school.
7. Maintain contact with outside agencies able to offer expert advice.
8. Report all known hazards immediately and stop any practices or the use of plant, tools, equipment, machinery etc. he/she considers to be unsafe until satisfied of their safety.
9. Make recommendations for additions to or improvements in plant, tools, equipment machinery etc. which are dangerous or potentially so (where there is no



estimated provision for this expenditure).

10. Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations.
11. Ensure Health and Safety is an agenda item for every staff meeting and hold regular meetings of the Health and Safety Committee.
12. Review from time to time (but at least once every school year):
  - a. the provision of first aid in school
  - b. the emergency regulations (CIMP)
13. Review regularly the dissemination of safety information concerning the school.
14. Report on safety matters to the Trustees annually.
15. Ensure an annual review of the School premises.
16. Will investigate, in consultation with the Trustee who has oversight for H&S, any accidents or incidents on school premises. A full report will be produced which closely examines the cause of the incident and makes full recommendations for remedy.
17. An incident log is kept and reviewed every 6 months from which it will be apparent if there is an area of particular concern. The regularity of incidents in the log, or lack thereof, is an indicator of how effective this policy is.

## EXTERNAL HEALTHCARE PROVIDER

1. The School works with **HealthCare Training Professionals** (<http://www.healthcaretrainingprofessionals.co.uk/>) to train staff in Health and Safety matters. Recent training has focussed on the following areas.

Management of Health and Safety including Risk Assessment  
Overview of manual handling  
Employers and Employees duties  
Causes of accidents  
Control measures /hierarchy of control  
RIDDOR

2. In addition all our Health and Safety procedures are checked once a year by the aforementioned company and any advice is promptly actioned.



## THE SITE MANAGER - (DIRECTED BY THE BURSAR)

1. Has a general responsibility for the application of the school Safety Policy and is directly responsible to the Headteacher for the application of existing safety measures and procedures within the school. Advice or instructions given by outside agencies, Trustees and the Headteacher, including the relevant parts of this statement, shall be observed.
2. Shall, when necessary, establish and maintain safe, working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, guillotines).
3. Shall resolve any health and safety problem any member of staff may refer to him/her and refer to Trustees any of these problems for which he/she cannot achieve a satisfactory solution within the resources available to him/her.
4. Shall carry out a regular safety inspection of the school or activities for which he/she is responsible each school year.
5. Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
6. Shall, where appropriate, seek advice and guidance from the relevant sources.
7. Shall propose to the Headteacher requirements for safety equipment and additions or improvements to plant, goods, equipment or machinery which are dangerous or potentially so.
8. Shall ensure all small electrical items are checked annually.
9. Shall ensure checks to emergency lights over exit doors and in passageways are carried out and that fire extinguishers are tested annually.
10. Shall ensure that each teacher has gone through the relevant fire procedures with their class each term.
11. Shall ensure burglar/intruder alarms are checked annually.
12. Maintain, examination and testing of plant and equipment, to include:-

Electrical equipment  
Local exhaust ventilation  
Pressure systems

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Gas appliances  
Lifting equipment  
Glazing safety

## THE SITE MANAGER:

1. Has a general responsibility for the application of the Health & Safety Policy to his/her area of work and is directly responsible to the Headteacher for the application of existing safety measures and procedures within the area of that work.
2. Advice or instructions given by the Trustees and the Headteacher, including the relevant parts of this statement, shall be observed.
3. Shall, where necessary establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with the use of, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, tools, ladders).
4. Shall resolve any health or safety problem any member of staff may refer to him/her and refer to the Headteacher any of these problems for which he/she cannot achieve a satisfactory solution within the resources available.
5. Shall carry out regular safety inspections of the activities for which he/she is responsible and, where necessary, inform the Headteacher and/or the site manager.
6. Shall, where and when appropriate, seek the relevant advice and guidance.
7. Shall propose to the Headteacher requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
8. Check fire lights over exit doors in passageways and alarms monthly.
9. Shall carry out monthly testing for Legionella and record the results as required.
10. Shall report immediately to the Headteacher/Health & Safety Officer any hazards/dangerous situations.

## HEALTH AND SAFETY COMMITTEE

The Health & Safety Committee comprises the following personnel, who also make up the SMT.



Headteacher (Chairman)  
Bursar  
Deputy Headteacher  
Deputy Headteacher Junior School  
Director of Studies  
Senior Assistant Head  
Assistant Head Pastoral  
Early Years Manager  
Director of IT

This committee will:

- a) Assist the Headteacher and Bursar in carrying out their duties. The Bursar oversees the Maintenance Team who action all health and safety requests.
- b) Bring to the attention of the Headteacher any urgent deficiencies within the school which may lead to a hazardous situation for staff, pupils or visitors. The Heads of each department will produce a report twice a year.
- c) Carry out routine inspections or arrange for routine inspections of their areas and working practices to be carried out.
- d) Ensure items raised under Health & Safety at staff meetings are followed through and resolved satisfactorily.
- e) Study and report on any literature concerning Health and Safety relevant to their departments.
- f) Ensure that accident reports are completed where appropriate for occurrences in their departments and submitted to the Headteacher.
- g) Carry out reviews of first aid, fire and other emergency regulations in the school, making recommendations for improvements.

## TEACHER RESPONSIBILITIES

The safety of pupils in classrooms is the responsibility of the class teacher; the teacher has traditionally carried responsibility for the safety of pupils when they are in his/her charge. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept responsibility he/she should discuss the matter with the Headteacher before allowing



practical work to take place.

## **A TEACHER IS EXPECTED TO:**

1. Fill out the classroom checklist twice a year.
2. To exercise effective supervision of the pupils and to ensure that they know the emergency procedures in respect of fire, storms, bomb scares and first aid, and the safety measures of the teaching areas and to ensure that they are applied.
3. To know the special measures to be adopted in his/her own special teaching areas and to ensure that they are applied.
4. To give clear instructions and warning concerned with health and safety as often as necessary.
5. To integrate all relevant aspects of safety into teaching process and, if necessary, give special lessons on safety.
6. To follow safe working procedures personally.
7. To ensure that anyone who is assigned to help with their class, eg. parents, students, classroom assistants are made aware of the health and safety arrangements.
8. To ensure that pupils' coats, bags, cases are safely stowed away.
9. Teachers must ensure they are aware of specific health/allergy problems of their pupils.

## **THE PUPIL IS EXPECTED:**

1. To exercise personal responsibility for safety of self and classmates.
2. To observe standards of dress consistent with safety and/or hygiene (this would include unsuitable footwear, jewellery, knives and other items considered dangerous).
3. To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
4. To use and not wilfully misuse, neglect or interfere with things provided for safety.
5. ALWAYS to walk, do not run. Look where they are going. Use care in opening doors outwards.





6. NOT to climb on chairs, desks, window sills to reach shelves or to open windows. Use steps, ladders and window poles etc.

## CODE OF PRACTICE IN THE CLASSROOM

A clean orderly classroom environment is essential for pupils and staff, and although cleaning staff have the main responsibility for this, each teacher has a duty to assist in maintaining order and cleanliness and in the avoidance of injury to users of the teaching area.

Regular (at least weekly) checks of the contents and layout of classrooms should be made by each Form teacher and defective equipment, fittings and furniture reported immediately to either the Headteacher, the school office or the Site Manager on the appropriate form. (Appendix A)

Form teachers should always set the highest standards in ensuring the welfare of the pupils and others who use the classrooms and therefore checks are necessary by each teacher to make sure, so far as is reasonably practicable, that these standards are maintained at all times.

## THE FOLLOWING IS A CHECK LIST OF SUGGESTIONS FOR CLASS PRACTICE

- 1 Make sure that all classroom doors, including fire doors, are easy to open and are free from obstructions. All heavy doors in Junior/Pre-prep/EYFS should if practicable be fitted with finger guards.
- 2 Ensure that free standing furniture, e.g. bookcases, cupboards etc. are placed in such a position that they cannot accidentally be pushed over by a child.
- 3 Always ensure that space is used to best advantage so that movement can take place without knocking against desks, cabinets, sharp corners etc. Sharp corners should be covered where possible.
- 4 Avoid storing heavy equipment or materials on top of a tall cupboard and high shelves.
- 5 Ensure that all floor areas are kept clear of obstructions, other than furniture, so that cleaning staff are able to perform their tasks safely and efficiently.
- 6 Make sure that all furniture, bookshelves and wall mounted units are in a good state of repair. Take out of use and report as necessary any item of defective classroom equipment or furniture.

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- 7 Keep all classroom sinks free from obstruction so that they can be clean and hygienic.
- 8 As far as practicable keep working surfaces clear so that at the end of the day cleaners can wipe down as necessary.
- 9 Make sure that light sockets which can be reached are not left without bulbs/tubing, to avoid people putting fingers into live fittings.
- 10 Make sure that electrical equipment is not used near to water.
- 11 Ensure where appropriate that any gas services or electrical equipment is switched off and unplugged after use.
12. Edged or pointed tools should be regularly checked for damage and stored safely. Specific safety procedures should be followed concerning the use of glue guns because of the heat of the glue. Appropriate instruction and supervision should accompany the use of such equipment.
- 13 Keep aerosol type containers in a safe cool place, to which they should be returned after use. Never leave them in direct sunlight and arrange for proper disposal when empty.
- 14 Insist on orderly, sensible movement within the classroom at all times.
- 15 When leaving school premises with children, first aid equipment must be taken.
- 16 Children should not be sent or taken off the premises for any reason without the permission of the Headteacher.
- 17 Mop up spills of liquid, do not leave it to someone else. Spills kits are available from the school office.
- 18 In the case of broken glass, all children should be excluded from the area concerned until the area has been cleared.
- 19 DO NOT climb on chairs, desks, window sills to reach shelves or to open windows. Use steps, ladders and window poles etc.
- 20 All equipment, such as Computers, Copiers, Laminators, Shredders etc. should be used with care and used in accordance with instructions.
- 21 Keep combustible material in fire proof cabinet.

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## COMMUNICATION ON HEALTH AND SAFETY FOR ALL STAKEHOLDERS

Parents, staff and pupils can email their concern to the following email address:-  
[healthandsafety@mayvillehighschool.net](mailto:healthandsafety@mayvillehighschool.net)

The concern will be addressed at the earliest opportunity.

### CODE OF PRACTICE FOR ROAD SAFETY

No pupils other than those in years 10 or 11 (LV and UV) may cross St Simon's Road or Clarendon Road without the supervision of an adult.

Off-Site visits: Whilst walking children to and from off-site activities or during external visits staff are responsible for the safe crossing of roads by pupils. One adult should be positioned at the rear of the class on outings to ensure no child is left uncrossed.

Pupil: staff ratio may vary according to the organisation/destination of the trip but as a rough guide should be 1:10 in the senior school 1:8 in the Junior School, 1:5 in Pre-prep, 1:3 in Reception/Kestrels and 1:2 in the Nursery. Unless express permission is received (e.g. some PE. activities) no group should leave school with only one adult supervisor. (Risk Assessment forms, see specimen below appendix E, for any trip must be completed prior to the visit.)

### CODE OF PRACTICE FOR OFFICE STAFF

The following is a guidance for office staff:

The Health & Safety at Work Act has placed responsibilities on employers and employees. Employers must ensure that the work place and access thereto are safe and that working practices and equipment in use conform to safety standards. Equally, the employees have responsibility to safeguard themselves, to conform to safe working practices and to ensure that they do not, by example, instruction or behaviour endanger other people.

The following points are outlined for guidance:

#### OFFICE EQUIPMENT

All equipment, such as computers, laminators, shredders etc. should be used with care and used in accordance with instructions.

DO NOT attempt to repair electric plug leads on machines, broken or loose connections etc.

DO NOT attempt to clean or maintain any electric equipment unless the equipment is switched off and the plug removed from the socket.

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DO NOT change plugs on equipment, refer to the Headteacher/Site Manager or the Health & Safety Officer to arrange for this work to be carried out.

Ensure that all equipment is switched off as appropriate. If it is necessary to remove plugs, hold the plugs to remove, not the lead.

ALWAYS ensure that guards provided are in place and do not use machines with faulty guards.

ALWAYS ensure that flex, plugs and electric cables for portable equipment are visually checked before use. Report frayed or damaged items immediately.

## **OFFICE PERSONNEL (Safety in the office)**

Office personnel should be aware of the following points:-

Boxes/parcels must be checked in on arrival by and placed out of the way of visitors/staff to the office

Contents of boxes/parcels must be removed from floor of office and put safely away to avoid anyone tripping over objects.

**Do not** leave items on the floor, presenting a trip hazard.

Ensure telephone lines on desk are secured safely.

Storage of paper (files etc) must be safe from fire risk e.g. not too close to sources of heat.

Medication (e.g. paracetamol tablets etc) must be kept in a locked cabinet.

## **FURNITURE AND FITTINGS**

Although the siting of furniture may have been carefully planned:

ALWAYS ensure that space is used to best advantage so that movement can take place without knocking against desks, cabinets, sharp corners etc.

ALWAYS place filing cabinets so that there is room to open drawers safely.

ALWAYS open one drawer at a time, close before opening another and close after use.

ALWAYS report to the Headteacher or Site Manager any sharp edges or badly placed appliances.

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ALWAYS put waste paper in the waste or recycling bin as appropriate.

DO NOT throw broken glass, razor blades or other dangerous items loose in the waste basket. Dispose of these with care and ask advice if in doubt.

## CODE OF PRACTICE FOR KITCHEN STAFF

The **Food Safety Act 1990** makes it an offence to possess or sell "unfit food" and food which is not of "the nature, substance or quality that the customer demands". "Unfit food" refers chiefly to food which is decayed or contaminated, which can be described as "failing to comply with food safety standards" and which may, perhaps, cause food poisoning. "The nature, substance or quality that the customer demands" refers to the particular type of food described, foreign material in food and the quality of the food supplied.

- 1 The "Cook" must identify any steps critical to ensuring food safety and must ensure adequate procedures are identified, implemented, maintained and reviewed (a procedure known as food hygiene analysis).
- 2 All kitchen staff must wear clean overalls and hair covering.
- 3 Insect proof screens must be placed on any openings to the outside of the building.
- 4 Food handlers must be supervised, instructed and/or trained in the food hygiene matters which are appropriate to their work.
- 5 A cleaning rota (appendix B) must strictly be adhered to.
6. Teaching staff entering the kitchen during food preparation/serving must ensure that they maintain standards of hygiene required in such an area.

### Departmental risk assessments

The school makes use of model or generic risk assessments for educational activities and visits. We subscribe to the CLEAPSS Advisory Service and we follow their advice regarding risk assessments for all science, food technology, art and design, DT, Sport and PE and Duke of Edinburgh's Award.

The school has an inspection and testing policy covering equipment powered by the electric mains. However, all teachers should always be vigilant for damaged plugs, cables and sockets.

When attempting work with potential hazards, teachers must try to find the safest method which still meets the educational objective and then to reduce the risks with appropriate

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precautions. Teachers should explain these precautions to the pupils as this is good training for the hazards they will meet in the outside world. Teachers must note any precautions on their lesson plans or work scheme.

Teachers, assistant teachers and visiting teachers must take reasonable, common sense care for their own safety and the safety of others. They must co-operate with the employer, obey any rules imposed and follow the safety arrangements in the school.

Any Health and Safety concerns should be brought to the attention of the Headteacher.

**Safety in Science is covered in a separate policy, which is reviewed annually by the Head of Science.**

## GENERAL SCHOOL PRACTICE

### RESPONSIBILITY FOR PUPILS

Pre-prep and Junior School - responsibility for pupils on the premises is from 8.30 a.m. when at least one member of staff will be on duty in the school. Pupils shall be supervised during break time and lunch hour and whilst moving between buildings for lessons and lunch. Pupils will be supervised when using PE equipment/apparatus at all venues.

All pupils arriving at Pre-prep/Junior will be met by a member of staff at the door.

The procedure for entry to the School by children involves ringing the first bell. Children are to stand silently and then will move into class lines on ringing the second bell.

This procedure for entry to the school by the children is also carried out at morning break and lunch time. When the weather is inclement children are admitted to the school and will be supervised by the appointed members of staff.

At the end of the day parents will collect their children from the Junior School. Staff will ensure there is a safe and orderly transfer of children to parents.

### SCHOOL JOURNEYS

The Headteacher is responsible for being satisfied that school journeys are led by members of staff with adequate and appropriate experience. Standards of behaviour both on the journey and at the destination should be the same as that expected at school. Seat belts must be worn at all times during travel. Appropriate measures should be taken against pupils who misbehave.

There should be at least one supervising adult to approximately every 10 children on a school outing. It is important to check the number of the party (both children and adults) before leaving and on the return when all are seated on the bus. Adult child supervision is as follows:

The level of supervision will depend upon the activity to be undertaken, but as a general rule of thumb the following should be followed:-



## LEVELS OF SUPERVISION REQUIRED

The level of supervision will depend upon the activity to be undertaken, but as a general rule of thumb the following should be followed:-

Minimum adult: pupil ratio is:-

Swans	1:4
Kestrels	1:8 – this is the legal ratio. Depending on the activity a lower ratio of 1:4 may be more prudent.
LI	1:5
UI	1:10
LII	1:10
UII –UIII	1:10 when off Portsea
UII –UIII	1:20 when on Portsea for timetabled lessons + mobile phone
UII –UIII	1:10 for trips on Portsea
Seniors	1:20
Seniors	1:10 on journeys to new locations off Portsea Island

A form of consent will be forwarded to all parents/guardians for signature at the start of each academic year giving the school permission to take children on trips out of school on Portsea Island and to administer essential medical treatment in the event of an accident. (Appendix C).

A visit form and risk assessment must be completed for all trips out of school and forwarded to the Headteacher for approval in advance. (Appendix D).

## MINI BUS

A list of authorised mini bus drivers is held in the office together with details of driving licences. All mini bus drivers are MIDAS trained.

Mini bus drivers are responsible for ensuring that the following checks are made before going on any trips:

Fuel, Oil, Water, Tyre Pressures, Water bottle, Seat belts.

Checking that seat belts are done up for all pupils is the driver's responsibility.

All doors must be unlocked during journeys.

Drivers are to ensure that no food or drink is consumed by passengers unless permission has been given and they are to ensure that all belongings are removed at the end of the trip and the bus is cleared of rubbish.

Mini bus drivers are to ensure that the mini buses are parked in the appropriate place at

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the end of each day, when practicable.

## VISITORS

Regular visitors and other users of the premises (e.g. delivery persons, contractors from specific companies) are required to report to the office and show some form of official identification, they will then be issued with a visitor's pass. They should observe the safety rules of the school. In particular teachers should ensure that parents helping out in school should be made aware of the health and safety arrangements. If uncertain as to the legality of a stranger on the premises you must make appropriate enquiries. Visitors should never be left unattended.

## CONTRACTORS

It is recognised that contractors provide many vital services to the School. However, it is important that their activities are carefully controlled so that high standards in health and safety are promoted and sustained for everyone concerned. To this end, all contractors wishing to work for the School must be able to demonstrate their commitment to health and safety and the safety systems that they employ, including DBS checks and meet the requirements of the Construction (Design and Management) Regulations 2007. In order to do this they must meet the criteria set out in the School's regulations for Contractors

## HOT LIQUIDS

Care must be taken at all times to ensure children are not endangered by the carrying of hot liquids e.g. taking hot drinks from one place to another. Hot drinks served to pupils should be drunk in the dining area.

## Control of Substances Hazardous to Health and Dangerous Substances and Explosive Atmospheres

The School is committed to implementing COSHH 2002 regulations throughout all its operations and meeting the requirements of DSEAR 2002.

The regulations are designed to safeguard employees and others who work with harmful chemicals, dusts, pathogens or biological agents or flammable or explosive agents. Part of this process is to gather up-to-date information on the toxicity and potential hazards of all substances used or produced in the School and to produce written risk assessments where significant risks exist. This will be done in the work areas affected.

The School will ensure that this and all other requirements of the regulations are carried out so that hazards are:

- Identified - through the systematic examination of work activities.
- Eliminated - where this is reasonably practicable.



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Controlled - where elimination is not reasonably practicable.

Monitored - after controls are implemented, to ensure they remain effective.

And where dangerous, flammable and explosive substances are controlled as follows:

- Ventilation - Natural, forced and extract
- Ignition - Ignition sources are removed
- Containment - Flammables kept in suitable containers
- Exchange - Monitoring to identify whether a less flammable substance can be used
- Separation - Flammable substances are stored and used well away from other processes and general areas.

## CLOTHING

It is in your own interests to ALWAYS wear suitable clothing at work - avoid shoes that may cause you to slip.

## SMOKING

The school premises are a No Smoking zone.

## MANUAL HANDLING

Manual handling injuries account for a disproportionately high number of accidents and injuries each year. The Manual Handling Operations Regulations 1992 are designed to address this problem and it is our policy to implement the regulations in full. Manual Handling Operations mean any transporting or supporting of a load by hand or bodily force, (including lifting, putting down, pushing, pulling, carrying or moving). The key factors to be assessed will be: (a) the task (b) the load (c) the environment (d) the individual worker (e) any other factors.

Wherever possible, manual handling operations must be eliminated or reduced. The purpose of the assessment is to examine these possibilities, or to identify other means by which the risks may be controlled. Care must be taken in the handling of any load, as it is not simply the weight which may give rise to the hazard. The shape and surface properties must also be taken into account and if there is any doubt as to the risks involved the operation should not take place until a risk assessment has been carried out.

## LONE WORKING

This procedure will apply mainly to people who work outside normal hours, e.g., staff such as cleaning and maintenance staff and also contractors. There is no general prohibition on people working alone, but neither the decision as to whether they should do so nor the

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employer's responsibility for such employee's safety can be transferred to the employee. Before allowing a staff member to work alone risks shall be assessed and it must be ensured that:

- safe access and exit is maintained;
- the risks are no greater than when working with other persons and that the workplace does not present a special risk to a solitary worker;
- where cash is handled, unnecessary exposure to violence is avoided; (see departmental risk assessments);
- staff working alone do not have medical conditions which increase risk, either in routine procedures or in the event of an emergency, by imposing additional physical or mental burdens.

A separate, detailed policy can be found in the staff handbook.

## **WORKING AT HEIGHT**

Wherever possible Working at Height should be eliminated and where working at height is unavoidable all reasonable steps shall be taken to provide a safe working environment and ensure that a safe system of work is followed. Meeting the requirements of the Work at Height Regulations 2005 risk assessments will be carried out for all tasks involving work at height. Specific precautions need to be taken where it is possible for a person to fall from a height as the likelihood of serious injury is greatly increased. All equipment used for working at height must be maintained in line with manufacturer's instructions. The School will provide any information, instruction and training required to enable personnel to carry out work in a safe manner when working at height. The use of ladders will be restricted to access and/or inspection and used for light duties where it is impractical to install a working platform. Only serviceable ladders should be used, and then only for the purpose for which

it is designed, with only one person on the ladder at any one time.

A separate policy giving more detail can be found in the staff handbook.

## **DELIVERIES**

Items delivered may cause a hazard and should therefore be cleared as soon as possible.

## **REFUSE**

Dangerous refuse, e.g. broken glass or jagged items, should be suitably wrapped and placed directly in the refuse container. Dustbins should have fixable lids to prevent interference from animals and flies and be emptied weekly.

## **BODILY FLUIDS**

Spills kits are available from the school office.

## **RECYCLING**

Paper and cardboard should be placed in the appropriate recycling bins in classrooms and should be emptied regularly.

## **FLOORS**

Floors should be even, non-slip and splinter free.



## **EXIT DOORS**

All fire and exit doors should be kept free of obstruction.

## **ELECTRICITY**

The School recognises its general duties under the Health and Safety at Work Act 1974 and also more specifically under the Electricity at Work Regulations 1989. These regulations cover the selection, construction, use and maintenance of all electrical systems and equipment. Fixed electrical installation must be maintained in a safe condition and must be tested at least once every five years. No electrical equipment or apparatus may be used unless the operator is competent to do so. Portable equipment may not be used unless it has a valid test sticker attached. The use of unauthorised, untested equipment is expressly forbidden and may lead to disciplinary action being taken. No person is to carry out any work where technical knowledge or experience is necessary to prevent danger unless they have such knowledge or experience. The question of competence levels and the use of electricity in general are to be addressed in the Code of Practice (for safe working) and in the risk assessments for individual workplaces and activities.

## **ASBESTOS**

The School recognises its duties under the Control of Asbestos at Work Regulations 2012, Regulation 4, to assess risks, to maintain an Asbestos Register, and establish and maintain a management plan. To ensure an emergency procedure is in place and to use only licensed specialist contractors when carrying out works relating to asbestos, including completion of statutory 14 days notification.

We are not aware of any asbestos containing materials in any of our properties but if any asbestos products were found the School would require the licensed contractor to supply a method statement and risk assessments before works are commenced and to ensure persons in the premises were not placed a risk from the asbestos during works activity and would ensure that waste is disposed of via an authorised contractor. The Headteacher is the appointed Asbestos Duty Holder, who has authority to take action and make the resources available. S/he maintains the asbestos register and management plan and will ensure that a copy of this is available to the Fire Officer in the event of a fire giving rise to uncontrolled release.

## **WORKPLACE HEALTH SAFETY AND WELFARE**

The School recognises its duties under the Workplace (Health, Safety and Welfare) Regulations 1992 and aims to provide a safe, healthy and smoke-free environment for all its users. Suitable maintenance will be carried out so as to provide good standards of safety in the workplace and for the systems, devices and equipment therein. The appropriate ventilation, working temperature and lighting systems will be provided, together with the necessary maintenance and monitoring arrangements. The School will ensure the maintenance of a clean, waste-free working environment is a high priority. Adequate space will be provided for work activities to be carried out and workstations will be suitable and

# MAYVILLE HIGH SCHOOL



fit for the purpose, bearing in mind the need for good clear emergency evacuation routes. Floors and traffic routes will be of a suitable type and will be maintained in good condition.

## WORK EQUIPMENT

Work equipment; i.e. all machinery, appliances, tools or assemblies must comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998, 2002 (amended), and Lifting Operations and Lifting Equipment (LOLER) Regulations 1998. All equipment must be suitable for the intended purpose, taking into account the foreseeable conditions under which it may be used and must be maintained in a good, safe working order. Suitable information, instruction and training will be provided for employees regarding the safe use of equipment and any other Health and Safety implications arising from its use. The equipment, where relevant, will be marked to show details of Health and Safety requirements and risks. Risk assessments are carried out for machinery and equipment used in the workplace, so that specific precautions are identified. Dangerous parts of machines must be fitted with guards and any other hazards that arise from their use must be eliminated or controlled. There must be suitable lighting for the task so that the work equipment may be used properly. In some circumstances, such as precision work, additional local lighting may be required. Work equipment must comply with relevant U.K. standards and have European Conformity.

## ACCIDENT REPORTING / First Aid (please see separate policy)

All on site accidents should be reported to:

During term time: The Chief First-Aider and St John's Ambulance commissioner.  
Outside term time: The Bursar

It is our policy that ALL accidents and "near misses" at work are reported. All accidents should be recorded in accident books. Accidents may need to be investigated and therefore the Bursar should be informed of the detail. The Chief First-Aider is responsible for reporting certain prescribed injuries and diseases, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the HSE and should be informed at the earliest opportunity.

**Contact details for the Chief First-Aider: Mrs G Rickards**  
[g.rickards@mayvillehighschool.net](mailto:g.rickards@mayvillehighschool.net)

**Bursar: Mrs Carter** [j.carter@mayvillehighschool.net](mailto:j.carter@mayvillehighschool.net)

**School Office telephone no: 023 92 734847**

## EMERGENCY PROCEDURES

**Specific details of the Emergency Procedures, and contacts, may be found in the Critical Incident Management Plan.**



Emergency Procedures include:

(a) The Fire Evacuation Procedure

(b) Other emergencies e.g. extreme weather conditions, flooding, sudden instability of buildings, security alerts. The absolute priority in each of these circumstances will be the safety of staff, pupils and visitors alike. The School recognises its duties under the Regulatory Reform (Fire) Safety Orders 2005 to assess fire risks (Fire Risk Assessment) and further to reduce the specific risks such as those addressed by the Electricity at Work Regulations 1989 and Gas Safety Regulations 1998 and Pressure Systems Safety Regulations 2000 and the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002. The preservation of property and equipment shall only be considered once personal safety has been assured. Specific details of Emergency Procedures may be found in the Critical Incident Management Plan.

## **STRESS IN THE WORKPLACE**

The School is concerned for the health, safety and wellbeing of all its staff and recognises that stress, however caused, can have a severely debilitating effect on individuals, depending on their own degree of susceptibility. It is the School's intention to minimise the levels of stress experienced at work as far as is reasonably practicable. This will require the co-operation of all staff so that high risk situations are identified as quickly as possible and appropriate action taken.

Where stress at work is positively identified as posing a significant risk to particular individuals the Headteacher, Deputy Heads and the relevant line manager associated with the individual(s) concerned, will have the responsibility for carrying out a risk assessment, with a view to eliminating or reducing risks. This could entail a reduction in duties and responsibilities. The school employs a professional counsellor who primarily works with pupils but counsels staff as well when the need arises.

In addition to having the option and opportunity to discuss concerns internally with the school counsellor staff have the option of support via a local NHS service called "Talking Change" which is a free drop-in service specialising in depression and anxiety.

Contact details: 8F The Pompey Centre, Fratton Way, Portsmouth PO4 8TA. 023 92 892928

<http://www.solent.nhs.uk/page-service.asp?fldArea=23&fldMenu=0&fldSubMenu=0&fldKey=327>

## **Violence to staff**

On rare occasions staff are subject to parental violence and intimidation. The Parental Code of Conduct covers how such incidents will be dealt with. Serious incidents of verbal assault will, in all likelihood lead to the exclusion of the parent's child from the School as well as police involvement.

## **SECURITY**

Mayville High School recognises its responsibility to ensure that employees, pupils and visitors feel safe at all times at work. All 4 buildings are secured by access codes for which a school fob is required to gain entry. CCTV is in operation in key areas of the school such as

# MAYVILLE HIGH SCHOOL



the bike sheds as well as externally outside buildings and on the Clarendon crossing. Personal security will be the subject of written and ongoing risk assessment to ensure that as far as is reasonably practicable, premises will be secure, access controlled and trespassing on the premises prevented.

## CONCLUDING REMARKS

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable that working conditions are safe and that the working life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued in pursuance of this Health and Safety Policy should immediately report the circumstances to the Headteacher or Bursar either in person or by using the designated email address. Hazardous situations should also be reported immediately. Suggestions by any member of staff to improve standards of Health and Safety are welcomed by the Trustees.

If you are concerned that there are omissions or if you have any suggestions with regard to the Health and Safety Policy, please do not hesitate to approach the Headteacher. Suggestions are always welcome as this is an ongoing document and needs to be updated regularly.

## APPENDIX A

# MAYVILLE HIGH SCHOOL



JOB FORM

NUMBER.....

FROM ..... DEPT. ....

DATE .....

I would like the following repair/maintenance to be carried out in my classroom/department:

Please state exactly what you would like and return this form to the School Office.

---

Office Use:

Passed to site Manager for action (date) .....

Expected completion date .....

Job complete – signed off by Site Manager .....

Date .....

APPENDIX B

# MAYVILLE HIGH SCHOOL



## MAYVILLE HIGH SCHOOL

### KITCHEN CLEANING ROTA

<b>TASK</b>	<b>FREQUENCY OF TASK</b>
CUTTING BOARDS	AFTER USE
FOOD UTENSILS	AFTER USE
KNIVES AND SLICERS	AFTER USE
FOOD CONTACT EQUIPMENT	AFTER USE
SINKS	AFTER USE
MIXERS	AFTER USE
VEGETABLE PEELERS	AFTER USE
DOOR HANDLES	FOUR TIMES A DAY
WASH-HAND BASINS	FOUR TIMES A DAY
FLOORS	TWICE A DAY
TABLES	AFTER USE
REFRIGERATORS AND COLD ROOMS	DAILY
BINS	DAILY
DISHWASHERS	DAILY
MICROWAVES (INSIDE AND OUT)	DAILY
OVENS	DAILY
PANS AND STEAMERS	DAILY
WALLS	WEEKLY
GRILLS	WEEKLY
FRYERS	WEEKLY
TABLES LEGS, SINK STRUCTURES	WEEKLY
FREEZERS	FORTNIGHTLY
TILES (WALLS)	WEEKLY
TILES ABOVE FOOD PREPERATION AREA	DAILY



# MAYVILLE HIGH SCHOOL



## APPENDIX C

### MAYVILLE HIGH SCHOOL - SWANS, KESTRELS, LI – Academic Year 2019/20

CHILDS NAME (in full): .....

#### FORM OF CONSENT – TRAVEL

I give permission for the above named child to participate in short outings which may be arranged in the local area. I understand that travel may take place in the school minibus.

Signed.....(Parent/carer) Date.....

#### AGREEMENT FOR USING THE ELECTRONIC JOURNEY

Staff make observations of children's learning and track their progress using the **Build A Profile** Application from **2 Simple** software company. All Early Years staff have an iPad which enables them to take a photograph, write an observation and tag the relevant learning objective for each child in the class.

Security is of paramount importance and we want to be assured that the learning journeys are used only as a mechanism for reporting each child's progress.

Staff have signed an agreement stating that iPads will not be taken off school premises unless special permission is granted. Access to the web suite is password protected and secure.

We ask all parents to kindly sign an agreement to ensure they will not share or publish any images or observations from their child's learning journal on any social networking site to protect images of other children that may appear in any photos contained in their child's learning journal.

- I will not publish any of the above named child's observations or photographs on any social media site or internet.
- I accept that the above named child's photograph may appear on other children's learning journals and that I may see pictures of other children on my child's learning journey.
- I will speak to a member of staff if I have any concerns regarding the above named child's learning journey.

*I agree and understand the aforementioned points.*

Print name: \_\_\_\_\_ Signature \_\_\_\_\_

#### FORM OF CONSENT TO ADMINISTER PARACETAMOL

If a child in the school is feeling unwell a member of our First Aid staff is prepared to administer liquid Paracetamol. Parents will be telephoned prior to giving medication. *Please delete as applicable and sign below.*

\*I confirm that I am prepared for a trained First Aider to administer Paracetamol to the above named child if he/she is feeling unwell.

# MAYVILLE HIGH SCHOOL



\*I do not wish the above named child to be given any medication by the school.

Signed..... (Parent/carer)      Date.....

## PERMISSION FOR THE APPLICATION OF SUN CREAM

*Please delete as applicable and sign below*

\*I give permission for staff to apply sun cream Factor 50+ after midday to the above named child and I agree to apply sun cream in the morning at home on sunny days. I agree to supply the above named child with a named school sun hat and a named water bottle. (Sun hats in house colours are available to buy from the school office.)

\*I prefer to apply my own sun cream because .....  
.....  
...

Signed..... (Parent/carer)      Date .....

## CONSENT TO APPEAR IN PUBLICATIONS

**Consent for your son/daughter appearing in a publication will be deemed to have been given unless you write to the Head stating that on no account do you wish any image of your child to appear in any school publication, press release, on the official school Facebook and Twitter accounts and on the school website.**

**I confirm I have read and understand the consent procedure above.**

Signed..... (Parent/carer)      Date .....

## PROCEDURE FOR COLLECTION OF CHILDREN

We take the care and safeguarding of children very seriously and would like to ask for your cooperation with our collection procedures.

We understand that there are times when other people come to collect your children from school. Please provide the names of adults approved to collect your child and ask them to carry a form of photograph identification so that staff can check their identity.

Can we also ask you to record on the sign-in sheet the name of the person collecting your child from school and we will pass on the information to the aftercare team or club leader to ensure safe collection at the end of the day.

If you give permission to any other adult that is not recorded on the list below please can you inform us in writing by email or letter and give the designated person the agreed password. If the person is not known to us we will also require a form of photo identification

# MAYVILLE HIGH SCHOOL



*I give permission for the following adults to collect the above named child's from school; I will record the name of the person collecting my child on the signing in sheet and inform the people below of the password and to bring photo identification with them.*

Name of person	Relationship to the child

Password.....Signed.....Parent/Carer      Date .....

## CONSENT FORM FOR SPECIFIC OFF-SITE LEARNING (please read both sides, sign and return to the school office)

Name of child: ..... Class / Tutor Group: .....

Throughout the year the school organises a number of routine visits and journeys away from the school site as part of the children's learning experiences. Such visits generally (but not exclusively) take place during the school session times and tend to be local to the school area, or in locations which have immediate help and support available.

Visits and journeys during the school day are an extension to children's classroom activities and present no significant risk to the health and safety of the pupils.

All visits and journeys away from the school site must be approved by the Headteacher.

The purpose of this consent form is to enable parents/guardians of children at the school to give their permission for their child to participate in frequent, local, curriculum focused visits and journeys away from the school during the school day.

This consent will allow your child to leave the school site for a local visit on several occasions without having to sign a separate consent form for each visit. This consent includes permission for minibuss travel.

Examples of such visits are:

- Local sports fixtures both during school hours and at set after school times
- Weekly sports/swimming lessons
- Local visits to the beach, town, park, museums, churches, libraries, woodlands and other locally used outdoor sites, etc. This can be on foot or by minibuss.
- After-school clubs and School events such as Prize Giving/Christmas Carol Service

I have read this form and understand that I am only giving my consent to allow my child to participate in routine local visits and journeys, including by minibuss, which take place off the school premises as an extension of their curriculum activities.

I understand that all such visits and journeys have been risk assessed and have been approved by the Headteacher.

**Signed (Parent / Guardian)** .....

**Your name (Please print)** .....

# MAYVILLE HIGH SCHOOL



Contact telephone number:

.....

Date: .....

## ADDITIONAL MEDICAL INFORMATION

Please ensure that any medical and other personal information currently provided by you and held by school with respect to your son/daughter is updated regularly and that any changes are reported to the office.

**\* NB: Any visit that involves Adventure Activities (e.g watersports), residential accommodation, is abroad, is a school led visit to sites with specific environmental hazards (e.g: rivers or coastal fieldwork – Open Country), or is at a distance beyond which immediate help (from school or locally) is possible, will require specific Informed Consent from parents.**

**Forms will be sent to parents as appropriate with respect to such visits**

### Conditions of use

This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. Your consent may be withdrawn at any time in writing to the school office.

# MAYVILLE HIGH SCHOOL



## APPENDIX D

### TRIP REQUEST FORM – VISITS

~~~~~  
**APPROVALS:**

*Curriculum*

*Mrs H Cuthbert - Junior/Mrs R Parkyn – Senior.....*

*Admin:*

*If minibus required is it available and has it been booked in calendar YES/NO*

*If coach required instead of minibus has it been booked YES/NO*

*Budget Approval Yes/No/Part.....(Finance Officer)*

*If Part what amount/% to be passed to parents.....*

*If No pass full costs to parents Yes/No*

*VISIT APPROVED Yes/No..... (Headteacher)*

*Date of  
approval.....*

Reason for Trip

Date of visit:

Departure time:

Return time:

Trip Organiser:

Mobile contact number (on day of trip):

Trip Location

Address:

Contact:

Telephone number:

Number of Pupils (or list of pupils if not whole class)

Male:

Female:

# MAYVILLE HIGH SCHOOL



|                            |
|----------------------------|
| Classes or groups involved |
|----------------------------|

Accompanying Staff: 1st Aider 1<sup>st</sup>  
Aider

Y/N Y/N

|       |  |       |  |
|-------|--|-------|--|
| Name: |  | Name: |  |
| Name: |  | Name: |  |
| Name: |  | Name: |  |

## Travel Arrangements (Delete as applicable)

|                               |                 |                           |                          |
|-------------------------------|-----------------|---------------------------|--------------------------|
| Coach Required                | Yes/No          |                           |                          |
| Minibus<br>Required Yes/No    | No of Minibuses | Driver Required<br>Yes/No | If yes number of drivers |
| Approximate length of journey |                 |                           |                          |

If using own drivers please name drivers.....

.....

## Other Arrangements

|                              |                                  |
|------------------------------|----------------------------------|
| Pocket money: How much?      | School uniform to be worn Yes/No |
| Packed lunch required Yes/No | Special clothing required:       |

## PUPILS WITH HEALTH PROBLEMS (i.e. allergies/asthma)

|      |         |
|------|---------|
| NAME | Problem |
| NAME | Problem |
| NAME | Problem |
| NAME | Problem |

## MEDICAL/FIRST AID ARRANGEMENTS

Is a qualified first aider in attendance on the trip? YES/NO  
 If EYFS is a paediatric first aider in attendance on the trip YES/NO  
 Is a first aid kit being taken? YES/NO

## RISK ASSESSMENT

Have you carried out a risk assessment of this activity? YES/NO  
 Do you consider the activities are suitable for the age-range designated? YES/NO  
 Do you have sufficient adult assistance to cover an emergency situation? YES/NO

## LETTERS TO PARENTS

If required please indicate date letter to be sent to pupils/parents .....

# MAYVILLE HIGH SCHOOL



Please indicate date return slip required .....

## COSTS

Estimated cost of visit: Transport .£.....Entrance Fees:£.....

Other £.....Total cost£.....

*For office use*

*Has trip been confirmed on the calendar*

*YES/NO*

*Letter to parents informing them of the trip*

*YES/NO*

*(Only required if trip is going off Portsea Island)*

*Copy of form to be sent to following as applicable: Staff member organising visit/Admin Officer/Kitchen*

# MAYVILLE HIGH SCHOOL



## Appendix E

### MAYVILLE HIGH SCHOOL - RISK ASSESSMENT

Excursion ..... Date .....

Location .....

Assessment undertaken (date) .....

Signed .....

| HAZARD | WHO IS AT RISK? | RISK RATING | ACTION IMPLEMENTED<br>(control measures) | Is the risk adequately controlled?<br>If not, FURTHER ACTION<br>REQUIRED |
|--------|-----------------|-------------|------------------------------------------|--------------------------------------------------------------------------|
|        |                 |             |                                          |                                                                          |
|        |                 |             |                                          |                                                                          |
|        |                 |             |                                          |                                                                          |
|        |                 |             |                                          |                                                                          |





## RISK ASSESSMENT

The purpose of risk assessment is to:

- identify hazards;
- assess the nature and seriousness of hazards and any subsequent risks;
- avoid risks by eliminating them;
- control remaining risks by:
  - selection of control measures;
  - maintenance and use of controls;
  - monitoring and surveillance;
  - supervision, information, instruction and training.

Negligible risks and general risks associated with day to day living have to be considered and judgement made as to whether they may be ignored in the assessment.

The completed Risk Assessment records will be provided to all the appropriate staff and a copy kept in the Health & Safety records file in the office.

Establishing the level of Risk

The number produced by multiplying the severity of the hazard by the probability of the hazard presenting itself can be used to establish the level of risk.

Severity of the hazard

- 3 = death, major injury
- 2 = over 3 day injury and damage to property
- 1 = minor injury

Probability rating

- 3 = extremely likely to occur
- 2 = frequent, often or likely to occur
- 1 = slight chance of occurring

LEVEL OF RISK = Severity estimate x Probability estimate

1 – 2 = low risk

3 – 4 = medium risk

6 – 9 = high risk

The level of supervision will depend upon the activity to be undertaken, but as a general rule of thumb the following should be followed:-

### LEVELS OF SUPERVISION REQUIRED

The level of supervision will depend upon the activity to be undertaken, but as a general rule of thumb the following should be followed:-

Minimum adult: pupil ratio is:-

|            |                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------|
| Swans      | 1:4                                                                                                |
| Kestrels   | 1:8 – this is the legal ratio. Depending on the activity a lower ratio of 1:4 may be more prudent. |
| LI         | 1:5                                                                                                |
| UI         | 1:10                                                                                               |
| LII        | 1:10                                                                                               |
| UII – UIII | 1:10 when off Portsea                                                                              |
| UII – UIII | 1:20 when on Portsea for timetabled lessons + mobile phone                                         |
| UII – UIII | 1:10 for trips on Portsea                                                                          |

# MAYVILLE HIGH SCHOOL



Seniors 1:20  
Seniors 1:10 on journeys to new locations of Portsea



## Appendix F

### Classroom Checklist

| Questions you should ask:                              |                                                                                                                                          | Yes | Further action needed | N/A |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------|-----|
| <b>Movement around the classroom (slips and trips)</b> | Is the internal flooring in a good condition?                                                                                            |     |                       |     |
|                                                        | Are there any changes in floor level or type of flooring that need to be highlighted?                                                    |     |                       |     |
|                                                        | Are gangways between desks kept clear?                                                                                                   |     |                       |     |
|                                                        | Are trailing electrical leads/cables prevented wherever possible?                                                                        |     |                       |     |
|                                                        | Is lighting bright enough to allow safe access and exit?                                                                                 |     |                       |     |
|                                                        | Are procedures in place to deal with spillages, eg water, blood from cuts?                                                               |     |                       |     |
|                                                        | For stand-alone classrooms:<br>■ Are access steps or ramps properly maintained?<br>■ Are access stairs or ramps provided with handrails? |     |                       |     |
| <b>Work at height (falls)</b>                          | Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?                                                |     |                       |     |
|                                                        | Is a window-opener provided for opening high-level windows?                                                                              |     |                       |     |
| <b>Furniture and fixtures</b>                          | Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?                                  |     |                       |     |
|                                                        | Is furniture in good repair and suitable for the size of the user, whether adult or child?                                               |     |                       |     |
|                                                        | Is portable equipment stable, eg a TV set on a suitable trolley?                                                                         |     |                       |     |
|                                                        | Where window restrictors are fitted to upper-floor windows, are they in good working order?                                              |     |                       |     |
|                                                        | Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?                     |     |                       |     |
| <b>Manual handling</b>                                 | Have trolleys been provided for moving heavy objects, eg computers?                                                                      |     |                       |     |
| <b>Computers and similar equipment</b>                 | Have pupils been advised about good practice when using computers?                                                                       |     |                       |     |
| <b>Electrical equipment and services</b>               | Are fixed electrical switches and plug sockets in good repair?                                                                           |     |                       |     |
|                                                        | Are all plugs and cables in good repair?                                                                                                 |     |                       |     |



|                                                |                                                                                                                                                                                                                  |  |  |  |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                                                | Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.) |  |  |  |
|                                                | Has any damaged electrical equipment been taken out of service or replaced?                                                                                                                                      |  |  |  |
| <b>Fire</b>                                    | If there are fire exit doors in the classroom, are they:<br>■ unobstructed;<br>■ kept unlocked; and<br>■ easy to open from the inside?                                                                           |  |  |  |
|                                                | Is fire-fighting equipment in place in the classroom?                                                                                                                                                            |  |  |  |
|                                                | Are fire evacuation procedures clearly displayed?                                                                                                                                                                |  |  |  |
|                                                | Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?                                                                                                             |  |  |  |
|                                                |                                                                                                                                                                                                                  |  |  |  |
| <b>Workplace<br/>(ventilation and heating)</b> | Does the room have natural ventilation?                                                                                                                                                                          |  |  |  |
|                                                | Can a reasonable room temperature be maintained during use of the classroom?                                                                                                                                     |  |  |  |
|                                                | Are measures in place, for example blinds, to protect from glare and heat from the sun?                                                                                                                          |  |  |  |

*This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.*



Health and safety checklist for classrooms

**Health and Safety  
Executive**

| <b>Additional<br/>Issues</b> |  | <b>Yes</b> | <b>Further<br/>action<br/>needed</b> | <b>N/A</b> |
|------------------------------|--|------------|--------------------------------------|------------|
|                              |  |            |                                      |            |
|                              |  |            |                                      |            |
|                              |  |            |                                      |            |
|                              |  |            |                                      |            |
|                              |  |            |                                      |            |
|                              |  |            |                                      |            |
|                              |  |            |                                      |            |
|                              |  |            |                                      |            |

# MAYVILLE HIGH SCHOOL



|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

## Further action needed

| Hazards noted:              | Action taken and when: |       |
|-----------------------------|------------------------|-------|
|                             |                        |       |
|                             |                        |       |
|                             |                        |       |
|                             |                        |       |
|                             |                        |       |
|                             |                        |       |
|                             |                        |       |
|                             |                        |       |
| Name (and position):        | Signature:             | Date: |
| Location/name of classroom: |                        |       |

**August 2014**

**Approved by the Trustees September 2014**

**Revised January 2015**

**Revised September 2015**

**Approved by Trustees October 2015**

**Updated and signed off by the Trustees February 2016**

**Updated and signed off by the Trustees December 2016**

**Amended January 2017**

**Updated September 2018**

**Updated August 2019**

**Reviewed August 2020**

# MAYVILLE HIGH SCHOOL

