



MAYVILLE  
HIGH SCHOOL  
*Founded in 1897*

## Health & Safety Policy

This is a whole school policy and is applicable to all pupils and staff, including those in the EYFS and Wyvern.

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 an accident.
8. To comply with local regulations 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, admin 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 standards 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 measures in the school.
7. To co-operate with the appointed Health and Safety Officer of the school, Following guidance from the local authority, Health & Safety Executive, Department of Education and the Public Health Authority.

## **OBLIGATIONS OF ALL EMPLOYEES**

The Health and Safety at Work Act 1974 section 7 a & b states:

It shall be the duty of every employee while at work—

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as 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. Coordinate the implementation of the approved safety procedures in the school.
7. Maintain contact with outside agencies that are able to offer expert advice.
8. Report all known hazards immediately and stop any practices or the use of tools, equipment, machinery etc. he/she considers to be unsafe until satisfied of their safety.
9. Make recommendations for additions to or improvements in 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.
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 (Critical Incident Management Plan)
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. 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. Make sure an incident log is kept and reviewed every 6 months with SMT 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 TRAINING AND PROVIDERS**

1. The School uses external training providers for First Aid and Specialist Health and Safety training.
2. In addition, some of our Health and Safety procedures are checked and reviewed by external specialist providers as well as our in-house health and safety officer who holds IOSH and NEBOSH qualifications.

## **THE HEALTH & SAFETY OFFICER**

1. Has a general responsibility for the application of the school Health and Safety Policy.
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 and the health and safety officer.
7. Shall propose to the Headteacher requirements for safety equipment and additions or improvements to 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 and that fire drills and lockdown are carried out.
11. Shall ensure burglar/intruder alarms are checked annually.
12. Maintain, examination and testing of equipment, to include;- Electrical equipment, Local exhaust ventilation, 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 Health and safety officer 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, where and when appropriate, seek the relevant advice and guidance.
6. Shall propose to the Headteacher requirements for safety equipment and additions or improvements to tools, equipment or machinery which are dangerous or potentially so.
7. Check fire lights over exit doors in passageways and alarm call points weekly..
8. Shall carry out monthly testing for Legionella and record the results as required.
9. Shall report immediately to the Headteacher and the Health & Safety Officer any hazards/dangerous situations.

#### **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 once a year and review if there are significant changes. (Appendix E)

2. To exercise effective supervision of the pupils and to ensure that they know the emergency procedures in respect of fire, lockdown, 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 warnings concerning health and safety as often as necessary.
5. To integrate all relevant aspects of safety into the 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, e.g. parents, students, and classroom assistants, is made aware of the health and safety arrangements.
8. To ensure that pupils' coats, bags, and cases are safely stowed away.
9. Teachers must ensure they are aware of the specific health/allergy problems of their pupils.

#### **THE PUPIL IS EXPECTED:**

1. To exercise a personal responsibility for the safety of themselves and their 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 any instructions given by teaching staff 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 Health & Safety Officer, the school office or the Site Manager via email and/or on the health & safety log for staff, found on the Google Drive.

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.
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 that 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 that, where appropriate, 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 kits 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 if needed.
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 materials in a labelled fire proof cabinet/cupboard.

## **COMMUNICATION ON HEALTH AND SAFETY FOR ALL STAKEHOLDERS**

Parents, staff and pupils can email their concern to the following email address:

[L.willett@mayvillehighschool.net](mailto:L.willett@mayvillehighschool.net)

The concern will be addressed at the earliest opportunity.

## CODE OF PRACTICE FOR OFFICE STAFF

The following is a guidance for office staff:

The Health & Safety at Work Act 1974 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.

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. Personal medication (e.g. paracetamol tablets etc) must be kept locked away.

### 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 Health and Safety Officer or Site Manager any sharp edges or badly placed appliances. 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 that 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 A) must strictly be adhered to.
6. Teaching staff entering the kitchen during food preparation/serving must ensure that they maintain the standards of hygiene required in such an area.

## **Departmental risk assessments**

The school makes use of 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 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 that still meets the educational objective and then to reduce the risks with appropriate 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 cooperate with the employer, obey any rules imposed and follow the safety arrangements in the school. Risk Assessments for individual departments can be found on the shared drive and are available to all staff.

Any Health and Safety concerns should be brought to the attention of the Health and Safety Officer and 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 at 8.30am.

Senior pupils enter through coded gates and doors at 8.30am. They report to the library if they arrive before this. When the weather is inclement pupils are admitted to the school early 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 from the playground or the side doors. Staff will ensure there is a safe and orderly transfer of children to parents. Senior pupils are dismissed by their tutors and will make their own way home or to the school minibuses.

## **SCHOOL JOURNEYS**

The Headteacher is responsible for ensuring that school journeys are led by staff members with adequate and appropriate experience. Standards of behaviour both on the journey and at the destination should be the same as those expected at school. Seat belts must be worn at all times during travel.

Appropriate measures should be taken against pupils who misbehave.

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.

The level of supervision will depend upon the activity to be undertaken and the pupils' needs that are attending, but as a general rule of thumb, the following should be followed:

## **LEVELS OF SUPERVISION REQUIRED**

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.

Staff: pupil ratio may vary according to the organisation/destination of the trip and the needs of the pupils' who are attending. A rough guide for local trips should be the following:

1:20 in the senior school

1:10 in the Junior School

1:6 in Pre-prep

1:4 in Reception/Kestrels and 1:2 in swans.

Unless express permission is received (e.g. some P.E. activities) no group should leave school with only one adult supervisor.

(Risk Assessment forms, see specimen below Appendix D, for any day trip must be completed prior to the visit.)

Permission must be obtained from Parents/ Guardians for every individual offsite visit for Early Years Foundation stage (EYFS), Nursery to Lower 1.

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 pupils on local trips (within Portsmouth and walking distance from the school) out of school and to administer essential medical treatment in the event of an accident. (Appendix B).

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 C).

## **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, and Seat belts.

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

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 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 are 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 or pupil-free areas, such as staffrooms. Covered cups are required if you have hot drinks in the pupil's vicinity.

## **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.                            |
| 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 and VAPING**

The school premises are a No Smoking and No Vaping 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 means 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 that 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 employer's responsibility for such employees' 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 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 that 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 policy folder.

## **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 the 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 risk assessment giving more detail can be found on the shared drive.

## **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 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 Health & Safety Officer

Outside term time: The Health & Safety Officer

It is our policy that ALL accidents and "near misses" at work are reported. All accidents should be recorded on the shared drive. Accidents may need to be investigated and therefore the Headteacher should be informed of the details. The Health and safety officer and the Chief First Aider are 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.

Health & Safety Officer: [L.willett@mayvillehighschool.net](mailto:L.willett@mayvillehighschool.net)

Contact details for the Chief First-Aider: Mr R Meli [r.meli@mayvillehighschool.net](mailto:r.meli@mayvillehighschool.net)

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

School Office telephone no: 023 9273 4847

## EMERGENCY PROCEDURES

Specific details of the Emergency Procedures, and contacts, may be found in the Critical Incident Management Plan and stand alone policies and procedures.

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.

(c) Lockdown Procedure

## STRESS IN THE WORKPLACE

The School is concerned for the health, safety and well-being 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 Head 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..

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 9289 2928

<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 five 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 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 the Health and Safety Officer 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 KITCHEN CLEANING ROTA

<i>TASK</i>	<i>FREQUENCY OF TASK</i>
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

# Appendix B

## 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 minibus.
- 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 minibus, 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) .....

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.

## FORM OF CONSENT TO ADMINISTER MEDICATIONS

If a child in the school is feeling unwell, a member of our trained first aid staff are prepared to administer the following medications:

- \* Paracetamol (or Calpol)
- \* Ibuprofen (Junior & Senior pupils only)
- \* Bonjela (Junior & Senior pupils only)
- \* Anthisan (for bites and stings) (Junior & Senior pupils only)
- \* Strepsils (Junior & Senior pupils only)
- \* Savlon cream (Junior & Senior pupils only)
- \* Piriton (Junior & Senior pupils only)

Pre-Prep & Junior pupils only: If it is before lunchtime, a member of staff will ring to confirm that your child has not already received treatment of the above that day.

We will apply plasters if required, so it is important that you let us know, in writing, if your child has an allergy.

I confirm that I am prepared for a trained first aider to administer medication to the above-named child if he/she is feeling unwell.

I do not wish the above-named child to be given any medication from the school.

I will notify the school separately, in writing, should my child suffer any allergies.

I understand that this permission is valid for the period of time my child attends this school and that I can withdraw my consent at any time by writing to the school office.

Signed:..... (Parent/Guardian) PRINT NAME:.....

Relationship to child:..... Date:.....

## Appendix C

### Initial Trip Request 2025-26

Please complete with as much information as possible.

This does not have to be specific at this time

The trip also needs to be added to the Senior School Trip Overview 2025-2026

Trip	
Purpose	
Proposed Dates and times No Wednesday after school minibuses available due to fixtures No Thursday due to PE commitments	
Year Groups	
Number of pupils	
Number of Staff required: Who? First Aider? <a href="#">Ratios</a>	
Cost Per pupil Who is meeting this cost?	
Transport Required	
CS Cover Check	
Finance Check	
KMB Diary Check	
KMB Transport Check	
LWi Risk Assessment Check	
LM sign off checks done	
SG Trip Permission	

## Appendix D

### MAYVILLE HIGH SCHOOL – RISK ASSESSMENT FOR:

Date of Trip:

Address of trip:

Class(es) involved:

Total number of children:

Staff involved:

First Aider:

Time and return time of trip:

School mobile phone number:

What are the hazards?	Who might be harmed and how?	What are you doing already to control the risks?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Risk H / M / L
<b>Pupils attending with any concerns?</b> Medical alerts SEND Behavioural		<i>Ratios...</i> <i>Medication to be packed...</i> <i>To avoid sitting with...</i> <i>Techniques needed to deal with...</i> <i>Procedure of dropping and collecting pupils with teachers responsible</i>				
<b>Weather conditions -</b> Would they affect the trip		<i>Do you need any considerations - footwear, clothing etc</i>				
<b>Transport -</b>		<i>How are you getting there?</i> <i>Walking, bus? You can say to consult the <a href="#">Minibus RA</a></i>				
<b>Emergency procedure</b> If it all goes wrong / incident happens, what will you do?		<i>eg. Cancel trip and return to school.</i> <i>Phone office and ask for parents to be collected etc.</i>				
<b>Activities – What are you doing?</b>						

Likelihood	Severity			
		Minor	Moderate	Major
	Probable	Medium	High	High
	Possible	Low	Medium	High
	Unlikely	Low	Low	Medium

Written by:

Date written:

Checked by:

Date: .....

Next Review:

Have you filled in trip evaluation:

[https://docs.google.com/forms/d/e/1FAIpQLSfyvyeYs1JBmGO4VeI4Gn8CPAmlySLR\\_UqMLIAHsXTBREcSXA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfyvyeYs1JBmGO4VeI4Gn8CPAmlySLR_UqMLIAHsXTBREcSXA/viewform)

# Appendix E

## 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: ■ Are access steps or ramps properly maintained? ■ 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?			




Further action needed

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